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WAR DEPARTMENT
OFFICE OF THE COMMISSARY-GENERAL

MANUAL

FOR THE

SUBSISTENCE DEPARTMENT UNITED STATES ARMY

REVISED TO SEPTEMBER 1

1908

[SECOND 1908 EDITION]

PREPARED UNDER THE DIRECTION OF
THE COMMISSARY-GENERAL

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This Manual for the Subsistence Department is published for the information and guidance of all concerned; it will not be modified except by specific authority given in each case.

By order of the Secretary of War:

WM. P. DUVALL,
Major-General, Acting Chief of Staff.

O. C. G.—212783.

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SUBSISTENCE MANUAL, 1908.

NOTE.—This Manual is distributed to officers of the Subsistence Department by the Commissary-General. Other officers or persons desiring a copy should apply to the Chief of the Second Division, General Staff, Washington, D. C.

ARTICLE I.

GENERAL DUTIES AND EQUIPMENT.

CHIEF COMMISSARIES OF DEPARTMENTS.

1. The staff of a department commander includes a chief commissary who is charged, under the department commander, with the proper administration of subsistence affairs in the department.

2. Chief commissaries are informed of the quantities and conditions of stores at the posts in their departments by means of prescribed monthly reports rendered to them.

3. The chief commissary of a department causes to be transcribed into the commissary books kept in his office the information concerning subsistence stores furnished monthly by the commissaries at posts. With the aid of these commissary books the requisitions from the various posts are revised by him personally, care being taken not to allow quantities not justified by previous consumption, unless satisfactory explanation is furnished by the commissary submitting the requisition.

4. After revising requisitions, chief commissaries call upon purchasing commissaries designated by the Commissary-General to ship the stores allowed, specifying the date by which the stores should arrive at the post. A copy of all calls on purchasing commissaries should be sent to the commissary making the requisition, with notations of all changes.

5. Chief commissaries, being well informed as to the restrictions which bind the purchasing commissaries in the matter of advertising before purchasing, are enjoined to use all possible foresight with respect to the wants of their departments, with the aim of avoiding, if possible, the necessity of making any purchases on less than ten days' advertising by the purchasing officers on whom they call for sup-

plies, their attention in this connection being called to the provision of Army Regulations that they "will receive from their commanders timely instructions as to all contemplated movements of troops and as to any probable increase or diminution of the garrison at any particular post." They are expected to seek such instruction whenever they have reason to believe that a movement of troops is contemplated, without waiting the slower and sometimes uncertain processes of routine, and, whenever practicable, to time their calls on the purchasing officers with special reference to the advertising regulations by which those officers are bound. In fine, all proper expedients will be resorted to to diminish the number of purchases being made on less than ten full days' advertising.

6. A chief commissary will ordinarily call on purchasing commissaries for full packages, but may call for broken packages when, in his opinion, the sending of a full package is liable to overstock a post, or when the full package is not likely to be consumed in the current requisition period and the contents are of a kind that will not keep in good condition for more than one requisition period.

7. Chief commissaries should not call upon purchasing commissaries for articles except such as they are informed that the latter have authority to purchase. Exceptions to this rule may be made in emergencies, as when the chief commissary has been officially informed that supplies required are temporarily not procurable at the usual purchasing station, or in emergencies arising under instructions given by department commanders where there is not time to obtain needed articles of the ration from the usual sources of supply. In such emergencies chief commissaries will call upon the purchasing commissaries who, in their opinion, can most expeditiously furnish the desired stores to the points where wanted, stating that it is an emergency call, and purchasing commissaries will furnish the stores accordingly. Chief commissaries will report to the Commissary-General each emergency call of the above character made by them, with full explanation as to what constituted the emergency.

8. A chief commissary should be able, by carefully revising requisitions and personally studying the commissary books kept in his office, to prevent accumulations and consequent loss through deterioration, and at the same time to keep the commissary well supplied with all desired articles on the authorized list. If, through unforeseen reduction in the strength of a garrison or falling off of consumption, stores liable to deterioration have accumulated at a post, it is the duty of the chief commissary to recommend to the department commander the transfer of such stores to some post requiring them, providing such transfer can be effected with ultimate saving to the Government.

9. Chief commissaries should not request any further supply of an article to be sent to a post when the commissary book of the post shows that a particular variety or size of the article has remained on hand from month to month without material reduction by sales.

10. Chief commissaries will keep a record, by posts and by articles, of subsistence stores lost in their departments as shown by reports of surveying officers received by them. The record should show the date of the survey, the quantity, price, and value of the stores lost, the date and place of purchase and the initials of the purchasing officer, and the action taken by the chief commissary looking to reclamation for the losses.

11. It is the duty of chief commissaries to call upon purchasing commissaries to make reclamation in accordance with the terms of purchase upon the receipt of survey reports. If reclamation has already been requested by the commissary at the post under paragraph 38 of this Manual, a formal confirmatory request will be made by the chief commissary. Copies of reclamation letters will in all cases be sent to the Commissary-General.

12. Should an article of the ration be purchasable advantageously at a post or become unexpectedly exhausted thereat, a chief commissary may direct the purchase of such article by the commissary at the post.

13. When a chief commissary authorizes a commissary at a post to make a purchase of articles, he will have the requisite number of advertising circulars prepared and sent to him for distribution. All such advertisements and circulars should be signed by the commissary "by authority" of the chief commissary.

14. The amount of funds on hand at posts is made known to chief commissaries by prescribed reports rendered to them. A chief commissary will take the necessary steps to cause any excess of funds on hand to be transferred to himself, or to some designated purchasing commissary, or to be deposited under the proper appropriation to the credit of the Treasurer of the United States.

15. Chief commissaries are authorized to pay subsistence vouchers of recruiting officers and vouchers for commutation of rations to soldiers on detached service, and they will make payments of commutation due under the appropriation of a past fiscal year when available funds are not on hand at posts.

16. Chief commissaries will see that proper receptacles with locks are provided at posts for the preservation of small articles, such as brushes, combs, pencils, pens, towels, etc.

17. Chief commissaries will keep themselves informed as to the character and capacity of storehouses at posts and report to their department commanders all cases of insufficient or unsatisfactory

storage, and to this end commissaries at posts will promptly advise chief commissaries of insufficient or unsatisfactory storage.

18. While the providing of storage facilities for the Subsistence Department at posts is a function of the Quartermaster's Department, all estimates, requisitions, and other papers bearing thereon should be referred to chief commissaries for remark and recommendation, and a record should be kept of these references so that measures may be followed up and efforts put forth for maintenance of necessary facilities for keeping of subsistence supplies in wholesome condition.

Whenever, for any reason, the Quartermaster's Department is unable for the time being to provide the necessary storage facilities, the chief commissary should advise the department commander to recommend the providing of temporary storage facilities from subsistence appropriation until such time as the Quartermaster's Department may provide permanent storage facilities.

19. Chief commissaries will keep themselves informed concerning the condition of the subsistence property at the posts in their departments, and will require on the semiannual requisitions for such property, or in special reports at intermediate dates, information that will enable them to determine whether articles out of repair can be economically repaired, and will cause all such repairs to be made when, in their opinion, deemed judicious. They will not send any new articles to posts to replace any on hand that can be repaired.

20. Chief commissaries will see that commissaries at posts within their departments are supplied with sufficient field bakery equipments and company cooking outfits to supply all organizations at the respective posts in the event of field service. See paragraphs 254 and 260.

21. Chief commissaries are authorized to expend the necessary amount of subsistence funds for washing towels and for the purchase of a city directory and of ice for use in their offices without referring the matter to the Commissary-General for special authority.

22. Chief commissaries will forward to the Commissary-General and to each chief commissary of other departments, as soon as practicable after issue, copies of all orders and circulars affecting subsistence duties issued from the headquarters of the departments in which they are serving.

23. As soon as practicable after June 30 of each year chief commissaries of divisions and departments will send to the Commissary-General a copy of their annual report to their commanding generals, setting forth the operations during the fiscal year of the subsistence department under their supervision.

PURCHASING AND DEPOT COMMISSARIES.

24. In purchasing subsistence stores purchasing officers will be governed by the standard specifications and conditions published in circulars from the Commissary-General's office. The current circular is printed in the Appendix, as well as a standard form of circular advertisement and proposals thereunder.

25. A purchasing commissary will purchase only such articles as are authorized by the Commissary-General and only for such posts as are designated by him. If called upon to send articles not so authorized, he will inform the chief commissary making the call. See, however, paragraph 7 of this Manual, relating to emergency calls.

26. Purchasing commissaries will purchase stores for use on Government transports on requisition from transport commissaries approved by the subsistence superintendent of the transport service, if any, at the port at which replenishment is necessary.

27. Before acceptance, subsistence supplies will be inspected by the purchasing officer or by an officer acting under his instructions, if practicable, and may be so inspected by a competent regular employee of the Subsistence Department when inspection by an officer is impracticable. Special experts are employed as inspectors upon the authority of the Commissary-General only.

28. When facilities of a purchasing office do not permit of such thorough chemical analysis as may be necessary in particular cases, purchasing officers may, though the courtesy of the Secretary of Agriculture, call for assistance upon the chemists in the food laboratories operated by the Agricultural Department in different cities throughout the country.

29. As soon as practicable after proposals have been opened and abstracted and the samples (if any) examined the successful bidder will be furnished with a letter informing him of the award, and if a contract is to be executed and a bond furnished by him, he will be so informed.

30. All purchasing commissaries are authorized to expend the necessary amount of subsistence funds for washing towels and for the purchase of a city directory and of ice for use in their offices without referring the matter to the Commissary-General for special authority.

31. Each purchasing commissary will, on or before the third day of each month, transmit on the form provided for the purpose to all other purchasing commissaries, and to chief commissaries who are not purchasing commissaries, and to the Commissary-General, a price list of the subsistence stores purchased by him during the preceding month, entering thereon the amount expended for exceptional articles immediately after the prices of the staple articles.

32. Purchasing commissaries will make reclamation on sellers for losses, upon the request of chief commissaries, in all cases notifying the chief commissary and the Commissary-General of the result. Amounts received as reclamation should be credited to the appropriation out of which the supplies were procured when the particular year can be fixed. When, for any reason, the year can not be definitely determined, then the amount should be credited to the appropriation current when the cash was realized.

33. Reclamation may be waived, if deemed advisable in the interest of the service, when the amount involved is less than $5. Reports of such waivers will be made to the Commissary-General.

34. Purchasing commissaries will, before the commencement of a fiscal year, request general authority to advertise during the ensuing fiscal year. Form No. 5, Supply Department, furnished by the Commissary-General, will be used in making such requests.

35. General depots for the purchase and preservation of subsistence supplies until required for distribution are under the immediate control of the Commissary-General. They are the repositories for reserve subsistence supplies, but stores or property in excess of the current demands upon or needs of a depot will not be procured or stored except under instructions of the Commissary-General.

NOTE.—For further regulations relating to the purchase of supplies, see the Army Regulations.

COMMISSARIES AT POSTS.

36. The staff of a post commander includes a commissary, detailed by him, whose official designation is "The Commissary, Fort ———."

37. Commissaries at posts, whether the posts are independent or under control of department commanders, perform their duties under the supervision of the chief commissaries, and render to them such reports and requisitions as may be required for furnishing the posts with funds and subsistence supplies. The important duty of preparing requisitions for submission to their post commanders should be performed by commissaries in person, and not be delegated to other persons.

38. When on opening an original package it is manifest that its contents were damaged when purchased, or the damaged condition was unmistakably the fault of the seller, the facts should be immediately reported to the purchasing commissary through the chief commissary of the department, so that the purchasing commissary may communicate with and make reclamation upon the seller without waiting for the action of a surveying officer; the business rule, in this respect, being followed of reporting to the person liable as soon as the facts are discovered. A survey should, however, also be requested as required by Army Regulations.

39. Before shipping subsistence supplies to other points, commissaries will carefully examine the supplies, opening original packages when there is a doubt as to the sound and serviceable condition of their contents. Damaged or unserviceable articles, or those liable soon to become so, will not be shipped.

40. The commanding officer of a post will require an inventory of subsistence stores on hand to be made by the commissary in person during the last week of each month. If it is not practicable for the commissary to take the inventory within the time mentioned, he will apply to the commanding officer for the detail of an officer to take it.

41. A commissary at a post will promptly transfer any excess of subsistence funds either to the chief commissary of the department or to an officer designated by him or deposit it under the proper appropriation to the credit of the Treasurer of the United States.

42. Commissaries will make daily inspections of their storehouses; see that they are kept dry and well ventilated; that the stores are properly cared for; that barrels and buckets of water and other means of extinguishing fires are ready for use, and that all proper precautions are taken to guard against loss.

43. The presence of a post commissary-sergeant does not in any manner relieve a post commissary from responsibility for the care of subsistence supplies.

REGIMENTAL, AND BATTALION OR SQUADRON COMMISSARIES.

44. The duties of a regimental, battalion, or squadron commissary are nominal in garrison unless assigned to duty as post commissary or his assistant. When so assigned he is not entitled to extra pay for the performance of such duty.

COMMISSARIES IN THE FIELD.

45. When troops are organized into units larger than a regiment, either in time of war or for purposes of instruction in time of peace, the administrative staff of the commander of any such larger unit includes a subsistence officer, whose official designation is "commissary" for a brigade and "chief commissary" for units larger than a brigade.

46. *Chief commissary of an army.*—The duties of the chief commissary of an army are entirely administrative. He should not be accountable for any funds or stores. He exercises such supervision over the details of subsistence affairs as may be necessary to secure efficiency. He makes timely requisitions for supplies, and, under instructions from his commander, directs when, in what manner, and to what extent the country invaded shall be exploited to collect supplies. He should therefore be provided with detailed information showing the resources of the country invaded. Under instructions

of his commander, he locates the main depots. He should furnish prompt and full information, through military channels, to the Commissary-General as to the present and prospective needs of the command, with such suggestions for the improvement of the service as may require the action of higher authority.

47. *Chief commissary of an army corps.*—The duties of the chief commissary of a corps are of the same nature as those of the commissary of an army, being also wholly administrative. He is responsible for the continued supply of the number of days' rations designated to be kept in trains and on the persons of the troops. Under instructions of his commander he directs when and at what points to makes issues. He makes frequent inspection of the stores and papers of his subordinates, correcting all irregularities. He sees that division commissaries receive all funds from the officers who make sales, and that such funds are immediately handed in to the nearest depot officer. Upon receiving instructions to collect supplies from the invaded territory, he designates the zones of supply for each division and the places where the supplies will be accumulated.

48. *Chief commissary of a division.*—The administration of subsistence affairs vested in chief commissaries of departments devolves, in the field, upon division chief commissaries, who are responsible for the supply of all troops in the division.

Chief commissaries of divisions receive from the commissaries under them as often as once a week all the funds in their possession, taking or sending them to the depot officer at the rear.

Chief commissaries of divisions have immediate charge of the levying of supplies in a theater of operations for the replenishment of regimental trains and supply columns whenever it becomes necessary to collect such supplies on account of inability to connect with the advance depots on the line of communications. They are assisted by brigade, regimental, and battalion commissaries.

49. *Brigade commissary.*—When a brigade commissary receives rations from supply columns or depots he issues them on ration returns to the separate regiments and detachments in his brigade. The most convenient brigade commissary is generally designated to make issues and sales to the field hospitals of his division; similarly to corps headquarters, to prisoners of war, and to any organizations not regularly brigaded. In stationary camps brigade commissaries, whenever practicable, conduct a sales store for the convenience of officers, enlisted men, and civil employees. A brigade commissary should personally superintend all issues and sales, and when issuing to a regiment, should insist upon the attendance of the regimental commissary or some officer to represent him.

50. *Regimental commissary.*—A regimental commissary receives the rations for his regiment from the brigade commissary, from

supply columns, or from depots, and issues them on ration returns to the companies or small detachments of the regiment, or to the battalion commissaries. He proceeds at the appointed time to the place designated for issue, with a sufficient number of wagons from the regimental train, and makes his issues from these wagons. Each company should have a commissioned officer present at every issue.

51. *Commissary at port of embarkation.*—A commissary will be assigned to the staff of the commander at a port of embarkation. He will be assisted by post commissary-sergeants and civil employees, varying in number according to the size of the expedition. The commissary will precede the troops to the port, establish a depot, arrange for sidings for commissary cars and for wharfage for subsistence stores, and perfect arrangements for supplying incoming troops with fresh meat and ice, fresh vegetables, and fresh bread.

At least ten days' rations for all troops constituting the proposed expedition will be shipped to the port of embarkation in advance of the troops, together with the necessary subsistence property and important sales stores, such as tobacco, stationery, etc. The commissary will be furnished with copies of all calls for these supplies and for other supplies which are to be sent to the port for forwarding to the troops. He will be instructed to call upon designated purchasing commissaries for such additional supplies as may be necessary to subsist the troops while at the port and to provide them upon their departure with necessary travel rations and with additional rations sufficient to susbist them for a designated number of days after their arrival at the base of operations.

The commissary will see to the proper reception and shipment of all subsistence supplies. If the troops leave the port by chartered transport, he will furnish them with fresh beef and vegetables in substitution of or in addition to articles of the travel ration, and with salt, pepper, and other articles of the garrison ration, to an extent depending upon the cooking facilities provided.

52. *Chief commissary of base and line of communications.*—The chief commissary of the base and line of communications will have numerous assistants, the number varying according to conditions. He organizes and equips and subsequently supervises and controls the subsistence depots at the base. To these depots are shipped from home bases such quantities of rations and other stores as may be prescribed in orders from the War Department or as he may subsequently order from home purchasing stations. It is the duty of the chief commissary to keep the base depots stocked to such extent as may be prescribed by the commanding general in the field or higher authority.

When the army is ready to proceed forward from the base, such number and kind of rations as may be prescribed in orders are issued

from the base depots. Rations for the haversacks of the men and for regimental trains are issued to regimental commissaries on ration returns. Rations for the division supply columns are invoiced to the various division chief commissaries, together with sales stores if conditions render it practicable to carry them.

It is the duty of the chief commissary of the base and line of communications to use every endeavor to keep the regimental trains and the supply columns supplied with the designated number of rations.

As the distance of the troops from the base increases, intermediate and advance depots are established along the line of communications, in charge of commissaries assigned as assistants to the chief commissary. The advance depots then become the source of supply of regimental trains, and of supply columns if the latter have been drawn upon for rations.

The depots are replenished by shipments from the base to an extent dependent upon the amount of transportation available and by systematic collection of supplies from the surrounding country. Supplies are obtained from the country by requisition on the inhabitants made by commissary officers connected with the line of communications or by purchases by the same officers. Supplies thus procured are stored at the depots or furnished direct to supply columns or regimental trains as may be convenient.

Commissaries charged with the levying of supplies should be assigned by their chiefs to well-defined districts and furnished with the same schedule of prices. To properly assign the work the chief commissary should be provided with detailed information as to the resources of the country.

53. *Depot commissary.*—The base depots and the intermediate and advance depots along the line of communications are controlled by the chief commissary of the base and line of communications. In stationary camps a depot for subsistence supplies should be organized for each division, in charge of a depot commissary, but under the immediate supervision and control of the chief commissary of the division. Whenever practicable, issues are made direct to the regiments and separate detachments of a division from the division depot on properly approved ration returns. When the army is in motion, issues are made in a similar manner to regimental trains from the advance depots. If conditions render a division of labor necessary, it may be effected by issuing from depots to brigade commissaries on ration returns, the latter issuing to regimental commissaries, and they in turn to the companies, either direct or through battalion commissaries.

54. *Movements of commissary officers.*—On the march commissary officers move as directed by their commanders. Habitually, army and corps commissaries move with their respective headquarters, division

chief commissaries with their division supply columns, brigade commissaries with their stores if accountable for any, otherwise with their headquarters, and regimental commissaries with their trains.

NOTE.—For a general discussion of the subject of subsistence in the field, see the Field Service Regulations.

TRANSPORT COMMISSARIES.

55. The duties of commissaries on transports are prescribed in the United States Army Transport Service Regulations. These duties are performed under the direction of the subsistence superintendent at the home port of the transport.

POST COMMISSARY-SERGEANTS.

56. The noncommissioned staff of a post commander includes a post commissary-sergeant whose general duties are prescribed in Army Regulations.

57. In the field one or more post commissary-sergeants are assigned to each important place of deposit of subsistence supplies.

58. When practicable, post commissary-sergeants are detailed as storekeepers on transports.

59. The arms and equipments prescribed for post commissary-sergeants are as follows:

1 noncommissioned officer's sword.
1 waist belt, for garrison service.
1 frog.
1 revolver.
1 revolver holster.
1 revolver cartridge box, for garrison service.
1 revolver cartridge belt, with fastener.
1 first-aid packet (Medical Department).
1 pouch for first-aid packet.
1 canteen.
1 set blanket-roll straps.
1 haversack.
2 canteen-haversack straps.
1 meat can.
1 cup.
1 knife.
1 fork.
1 spoon.
1 shelter tent, half (Quartermaster's Department).
1 shelter-tent pole. (Quartermaster's Department).
5 shelter-tent pins (Quartermaster's Department).

This equipment is obtained from the different bureaus on proper requisition.

60. A post commissary-sergeant granted a furlough will report by letter to the Commissary-General immediately upon taking advantage thereof, stating the authority by which the furlough is granted, its duration, the date he takes advantage of the same, and his address while on furlough. He will also report promptly any change of address.

REGIMENTAL COMMISSARY-SERGEANTS.

61. Regimental commissary-sergeants are usually assigned to duty in the Subsistence Department at the post where located. In the

field they assist the regimental commissary in making issues and in caring for the property for which the regimental commissary becomes responsible.

EQUIPMENT OF COMMISSARIES.

62. Commissaries at posts, department chief commissaries, purchasing commissaries, and depot commissaries are equipped, in time of peace, with such articles of subsistence property as may be necessary in the transaction of the business of the Subsistence Department. For authorized lists of such articles, see the Appendix and "Subsistence property," Art. IX.

63. In the field, only absolutely necessary articles are furnished.

64. A battalion commissary in the field will be equipped only with one commissary chest, complete.

65. The following is the equipment of a regimental commissary in the field: 1 commissary chest, complete; 1 field desk, complete; 1 folding platform scale; 1 field safe; a field bakery equipment sufficient for a regiment; 2 paulins, large. In stationary camps, necessary tentage and lumber for flooring should be drawn from the Quartermaster's Department. For the equipment of commissary chests, field desks, and field bakery, see "Subsistence property," Art. IX.

66. A brigade commissary requires the same equipment as a regimental commissary, except that he requires no bakery equipment. If a brigade bakery is established, the regimental equipments will be consolidated.

67. The following is the minimum equipment of division chief commissaries: 3 commissary chests, complete; 3 field desks, complete; 3 folding scales; 3 field safes; 9 paulins, large. When heavy tentage is supplied, the necessary amount, within prescribed limits, should be drawn from the Quartermaster's Department. Division bakeries are established by combining the bakery equipments of the regiments in the division.

68. The paulins prescribed in the foregoing paragraphs are obtained from the Quartermaster's Department.

69. The commissary at a port of embarkation and the chief commissary of a base and line of communications should make timely requisition for a reserve supply of field bakery equipments and company cooking outfits, the number to be called for depending upon conditions.

ARTICLE II.

CIVIL EMPLOYEES.

70. Laborers employed in the Government service are of two classes, (1) those whose duties are unskilled manual labor only, and (2) those of higher grade. Those of the first class are subject to Labor Regulations promulgated by the President. Those of the second class are classified employees, subject to civil-service rules.

71. The Labor Regulations have been extended to govern the employment of unskilled laborers in Federal offices in nearly all of the large cities of the United States. Where they are in force they must be strictly observed, whether the laborers are required for temporary or permanent work. To secure the services of laborers under the Labor Regulations application should be made to the local board of labor employment, for the certification of eligibles. Persons employed as unskilled laborers or workmen will not be assigned to work of the grade performed by classified employees.

72. The number and compensation of unskilled laborers and workmen throughout the Subsistence Department at Large are regulated by the Commissary-General under the direction of the Secretary of War. No workman or laborer will be permanently employed by the month without authority from the Commissary-General, nor, without special authority of the Secretary of War, will a laborer be so employed at a greater rate of compensation than $60 per month. In emergencies at depots in the United States, Porto Rico, Alaska, and Hawaii, requiring prompt action, where the services of enlisted men are not to be had, laborers may be temporarily employed (under Labor Regulations, if applicable), without previous authority at not to exceed 25 cents per hour per man. The employment of unskilled laborers or workmen in the Subsistence Department in the Philippines Division is supervised by the chief commissary of the division under instructions from the Commissary-General.

73. When the employment of an unskilled laborer or workman at stated compensation has been authorized by the Commissary-General or the Secretary of War and a vacancy occurs, the position may be filled (under Labor Regulations, if applicable), without new authority, provided the rate of compensation does not exceed $60 per month, but a report of any such change will be made promptly to the Commissary-General.

74. Civil positions above the grade of unskilled laborer or workman in the Subsistence Department at Large are established by the Secretary of War, upon the recommendation of the Commissary-General, and are filled by appointments by the Secretary of War

from lists of eligibles furnished by the United States Civil Service Commission, or by reinstatements or transfers by the Secretary of War under civil-service rules. The appointees are a part of the Executive civil service of the United States. Their number and compensation are fixed by the Secretary of War, and their promotion, reduction, and removal are determined by him, upon recommendation of the Commissary-General, according to the interests of the public service. Their asignment to and transfers from stations of the Subsistence Department at Large, including transfers from stations in the United States to those in the island possessions and vice versa, are regulated by the Commissary-General, with the approval of the Secretary of War.

75. In cases of misconduct justifying removal from the public service, and in cases where for any cause (other than one merely political or religious) removal will be promotive of the efficiency of the service, they may be suspended from pay and duty by the officers under whom they serve, being furnished by the latter with a copy of the reasons calling for their removal and given three days for personally answering the same in writing. Copy of such reasons and notice, together with the answer, if any be made, will be forwarded by the officer making the suspension to the Commissary-General for submission with his recommendation to the Secretary of War for final action. No change in grade or compensation shall be made without the reasons therefor being reported through the Commissary-General to the Secretary of War and approved by him.

76. A vacancy occurring by death or otherwise will be at once reported by letter to the Commissary-General by the officer under whom the vacancy occurs, who will, in another letter, request a promotion or a new appointment to be made if one is desired. The vacancy will be filled by promotion by the Secretary of War or by appointment by him from the eligible lists of the Civil Service Commission, or by transfer or reinstatement. Temporary appointment without examination and certification by the Commission, pending permanent appointment, promotion, or transfer to fill a competitive position, shall not be made in any case except when the public interest so requires, and then only upon the prior authorization of the Commission; and any appointment so authorized shall continue only for such period as may be necessary to make appointment through certification of eligibles or by promotion or transfer; and in no case without prior appproval of the Commission shall extend beyond thirty days from the receipt by the appointing officer of the Commission's certificate, or, in case the vacancy is to be filled by promotion or transfer, beyond thirty days from the date of the temporary appointment.

77. A vacancy occurring in the classified service in the Philippine Islands will be filled as provided in the foregoing paragraph or by

appointment from eligible lists and under the rules of the Philippine civil service board. Appointment from such eligible list will be made only after authority for the same has been obtained from the Secretary of War.

78. Separations from the service and changes of salary of classified civil employees in the Philippine Islands will be made by the War Department in accordance with the rules and practices which obtain with respect to such employees in the United States.

79. Clerks and other employees of the several departments at large and military departments under the jurisdiction of the War Department who are regularly and continuously employed may be granted thirty days' annual leave with pay in any calendar year when to grant such leave will not cause embarrassment or delay in the conduct of the public service. Pay may be allowed in case an employee is absent because his presence would jeopardize the health of fellow-employees, or when an employee is unavoidably absent from duty by reason of personal illness, provided that the period of such absence, added to all other previous periods of absence with pay during the calendar year shall not exceed sixty days in that year, and provided that the absence is accounted for to the satisfaction of the proper officer by the personal certificate of the employee and the certificate of the attending physician. Sundays and days declared public holidays by law and Executive order and Saturday half holidays, authorized by department orders, will be charged in all cases of absence except when included in a period of annual leave.

80. Clerks transferred to the Philippines will be allowed an increase of $200 in annual compensation, to take effect on the date of leaving station in the United States. Clerks so transferred will be allowed transportation and expenses en route from station in the United States to station to which assigned in the Philippines.

81. Clerks transferred from the Philippines will be reduced 20 per cent in compensation as nearly as the grades fixed by law will permit, provided that such reduction does not lower their pay below what they received in the United States at the time of transfer. Such reductions will take effect on the date of arrival at proper station. Clerks so transferred will be allowed transportation and expenses en route from station to station.

82. Appointees to the service, whether by reinstatement or otherwise, must bear all expenses of proceeding to the station to which appointed.

83. Recommendations for promotion of clerks should originate with the officer under whom the clerk is serving and not with the clerk.

84. No recommendation for the promotion of any employees in the classified service shall be considered by any officer concerned in mak-

ing promotions except it be made by the officer or officers under whose supervision or control such employee is serving, and such recommendation by any other person, with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

85. A record will be kept in each office showing the name and address of the nearest relative of each civil employee of the Subsistence Department.

86. Commissary clerks on army transports are nominated by the subsistence superintendent, who will report the names, dates of employment, and rates of compensation to the Commissary-General.

87. The pay of clerks employed on army transports is fixed at rates not to exceed $100 per month in any case. Subsistence while on shipboard will be furnished free to subsistence and quartermaster employees belonging to the transports.

88. Every appointment to and separation from the service of civil employees, temporary or permanent, whether classified or not, will be reported promptly to the Commissary-General, with the names of the persons concerned and a citation of the authority in case of appointment. In case of discharge from the service the date of discharge and the date to which he was last paid and by what officer will also be stated.

89. When a clerk is granted a leave of absence, a statement will be forwarded to the Commissary-General showing the date on which such absence begins, the date to which he was last paid, and by what officer.

90. When a clerk is transferred from one office to another, the officers concerned will report to the Commissary-General the date of his departure from the old station and date of arrival at the new. The officer at the new station will also be informed by letter of the date to which the clerk was last paid.

91. Authority for the employment should accompany the first pay roll on which payment of civil employees is made, and the number of such pay roll should be given on all subsequent vouchers for payments made under the authority, stating with whose accounts filed, and the month and year of same.

ARTICLE III.

FUNDS AND MONEY ACCOUNTABILITY.

NOTE.—For general regulations covering this subject see the Army Regulations.

FUNDS—HOW OBTAINED.

92. Funds required for the use of chief commissaries and purchasing commissaries are obtained on estimates forwarded direct to the Commissary-General. Funds required by officers in the Philippines will be obtained from the chief commissary of the Philippines Division.

93. Funds required by commissaries at posts are furnished by chief commissaries.

94. Recruiting officers stationed elsewhere than at a garrisoned post will obtain subsistence funds from the chief commissaries of departments in which they are respectively recruiting.

95. Transport commissaries will submit all requisitions for subsistence funds at the home port to the subsistence superintendent, and at all other ports to the chief or purchasing commissary on duty there.

TRANSFERS OF FUNDS.

96. Subordinate commissaries should habitually keep their funds in the same depository as that used by the chief commissary, who is the recipient of surplus funds, or who furnishes funds required by the subordinate commissary. This enables transfers by check to be made in either direction with promptness and safety. For the methods of making transfers by checks, see the Army Regulations.

97. Whenever it shall become necessary, at a post remote from any public depository, to send to the chief commissary of a department, or to the nearest public depository, the subsistence funds that have accumulated at the post, they may be transported by express, if there be no other safe way of sending them. Application for the authority of the department commander for such transportation will be made by or through the chief commissary of the department, and when authorized by the department commander it will be furnished by the Quartermaster's Department.

98. When subsistence funds are transferred in currency, either by express or otherwise, the officer to whom the funds are invoiced will receipt for the actual amount received by him. In case of shortage, or nonreceipt of any of the funds, the invoicing officer will be promptly notified, in order that he may call for a survey of the facts. While such survey may recommend the relief of the invoicing officer

from accountability for the lost funds and thus serve as the basis for a claim, actual relief can be obtained only through application to the Court of Claims or to Congress.

99. As a rule, an accountable officer should not be required to make transfers of funds in any manner that might result in their loss. Transfers by check, as prescribed by Army Regulations, afford absolute protection to the invoicing officer. Transfers in any other way, even if made by orders of superior authority, are at the risk of the invoicing officer. A commissary is justified in taking no risks with public funds for which he must account. If he is unable to transfer surplus funds with safety in any other way, he should request orders to proceed personally with the funds to the place designated for their receipt.

100. Transport commissaries will not keep funds to their credit in depositories. They will take advantage of every opportunity to transfer all surplus funds to officers of the Subsistence Department.

CHECK BOOKS.

101. An officer relieved from duty as a disbursing officer and having a check book on the Treasurer or an assistant treasurer in his possession will cut from the book the stubs used by him (to be filed with his retained papers), and will transfer the unused checks and stubs to his successor, taking a receipt therefor in duplicate, which shall describe the unused checks by their serial numbers, one copy of which will be transmitted by the officer relieved to the Treasurer or to the assistant treasurer by whom the check book was originally issued. If there be no successor, the book of unused checks and stubs, after the used stubs have been removed, will be at once returned to the Treasurer or assistant treasurer by whom originally issued, with a letter describing the serial numbers of the unused checks so returned, and a receipt obtained therefor. Before transferring any check book the transferring officer will first examine the unused checks to see that there is no break in the serial numbers showing that checks are missing.

102. An officer who for the convenience of any disbursing officer detaches any blank checks and stubs from the check book on the Treasurer or any assistant treasurer in his possession will take the receipt of such disbursing officer in duplicate for such checks by serial numbers, and transmit one copy of the same in the manner directed in the preceding paragraph.

103. Under no circumstances will unused check books or blank checks taken from check books on the Treasurer or an assistant treasurer be kept for an unreasonable time in the possession of any disbursing officer of the War Department. If at any time his credit

with the Treasurer or an assistant treasurer becomes exhausted, and there is no reasonable expectation that money will be placed to his credit at an early date, he will transfer his check books or checks to the Treasurer or assistant treasurer in the manner directed above. If he has notice of a remittance, or a reasonable expectation that money at an early date will be placed to his credit, he will, upon his deposit becoming exhausted, inform the Treasurer or assistant treasurer of such notice, or of such expectation, and renew the advice to the Treasurer or assistant treasurer semimonthly until the remittance is received or until the check books or checks are transferred.

104. The greatest care should be exercised in the custody of check books for the interest of all concerned. When not in use they should be kept under lock and key. The serial numbers of the unused checks will be examined frequently to see that no check in the series is missing.

105. An officer who sends a transfer check to a national-bank depositary or to the Treasurer or an assistant treasurer of the United States, requesting that a stated amount be placed to the official credit of the officer named in the check, should also request the Commissary-General or the Treasurer or assistant treasurer, as the case may be, to send a check book to the officer to whom the funds are transferred, if he is not already supplied with one.

DISBURSING OFFICERS.

106. If a disbursing officer has reason to doubt the legality of a claim, he is justified in declining to make any payment thereon until the claimant shall have caused it to be presented to the accounting officers, and until a favorable decision shall have been rendered by them thereon.—*2 Dec. 2d Comp., par. 439.*

107. Disbursing officers * * * may apply for and the Comptroller of the Treasury shall render his decision upon any question involving a payment to be made by them or under them, which decision, when rendered, shall govern the Auditor and Comptroller of the Treasury in passing upon the account containing said disbursement.—*28 Stat. L., 208.* Officers seeking Comptroller's decisions must apply for them through The Adjutant-General of the Army.

108. An officer disbursing subsistence funds, upon being relieved from duty at a station, will either transfer to his successor or deposit in some United States designated depository, under the proper appropriation, to the credit of the Treasurer of the United States, the unexpended balance of public funds remaining in his hands or standing to his credit in a depository, close his accounts, and make final returns, marking the same "Final accounts at ———."

109. Every bonded officer of the Subsistence Department who files a new bond will close his account under his former bond and open a

new account under his new bond; this to enable the Treasury Department to definitely fix the responsibility of each bond.

110. An officer is not permitted to transfer funds from himself under one bond to himself under another bond. Prior to giving a new bond an officer should transfer all funds to the Treasurer of the United States or to a bonded officer in his own department, actual transfer of funds to take place.

111. Unexpended balances of appropriations for "Subsistence of the Army" will be deposited to the credit of the Treasurer of the United States within three months after the close of the fiscal year to which the appropriation pertains, except at stations in the Philippine Islands.

112. Accounts and claims accruing during a fiscal year, payable from the appropriation "Subsistence of the Army" for that year and remaining outstanding three months after the close of the fiscal year, will be filed with the Commissary-General for administrative action and transmission to the accounting officers for settlement and payment through the Secretary of the Treasury. This regulation does not apply to appropriations disbursed at stations in the Philippine Islands.

113. In the Philippine Islands unexpended balances of appropriations will be deposited to the credit of the Treasurer of the United States within six months after the close of the fiscal year to which the appropriation pertains. Claims presented thereafter will be filed for settlement as provided in the preceding paragraph.

114. Where records or other necessary data have been lost or destroyed, and the disbursing officer is thereby prevented from determining the correctness of any claim presented to him, the same should not be paid by him, but should be forwarded to the Commissary-General for reference to the proper Auditor for adjustment, with such information as may be in the disbursing officer's possession. The Auditor may make calls for such reports and evidence as may be available, or for statements by the parties tending to substantiate the claim presented. This course will result in more accurately arriving at the Government's indebtedness and paying the claimants what is due them.—*See 12 Comp. Dec., 721.*

115. Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing funds must be made with the office or bank in which such funds are to the credit of the disbursing officer.

VOUCHERS.

116. Vouchers for subsistence stores must be made separate from those for subsistence property.

117. Authority for payment should accompany the first voucher or pay roll upon which payment is made, and the number of such

voucher or pay roll should be given on all subsequent vouchers for payments made under the authority, stating with whose accounts filed, and the month and year of same.

118. When a signature is not written by the hand of the party it must be witnessed by a disinterested party—a commissioned officer when practicable.

119. When copies of papers are necessary to establish the validity of a voucher in a disbursing officer's account, the copies must be certified by some officer other than the disbursing officer claiming credit on the voucher.

120. Where previous authority is not obtained for publishing an advertisement no subsequent approval will warrant the payment of the voucher for such service.

121. The original vouchers for advertising or job printing, which bear the indorsement of approval of the Secretary of War, must be mailed with the accounts current to which they pertain.

122. If a voucher is not paid in the month in which the transaction occurs, the reason why payment was not made should be stated on the voucher on which payment is made.

123. Vouchers for reimbursement for private funds used in payment of public accounts must show the necessity of the transaction and be supported by the original receipted bills of those to whom the money was paid, and by certificate or affidavit (as the case may require) that the person claiming reimbursement had no personal profit in the matter.

124. When an officer not provided with funds makes an authorized open-market purchase exceeding $100 in amount, he will duly execute Form No. 18, Supply Department (furnished by the Commissary-General), and file it with the vouchers which are sent to the officer who is to make payment.

125. Vouchers on which payments for board money are made to civil employees on transports will show that meals for the persons concerned were not furnished on the transport during the periods covered by the vouchers, and will indicate the reasons why they were not.

126. Officers making disbursements must personally supervise every voucher paid by them, and either see that all checks or other funds actually reach the persons to whom they are payable or adopt proper measures to insure their delivery. Payments may be made only to the persons to whom the money was originally due.

ADMINISTRATIVE EXAMINATION.

127. Money accounts are examined administratively in the office of the Commissary-General and any exceptions taken are noted thereon when transmitted to the Auditor. The letter addressed to the offi-

cer contains the same information as is furnished the Auditor. Such items are subject to suspension by the Auditor until satisfactory explanation is received by him.

It is not necessary for an officer to advise the Commissary-General when, in pursuance of instructions, he communicates with the Auditor for the War Department.

ARTICLE IV.

SUBSISTENCE STORES.

NOTE.—See the Army Regulations for definition of subsistence stores, and see tables in the Appendix for lists of such stores.

128. Officers responsible for subsistence stores will examine all packages on hand at least once in each month, opening original packages when there is a doubt as to the sound and serviceable condition of their contents. As damaged stores never become any better and are frequently in the way, they should be promptly disposed of by the action of a surveying officer.

129. Stores condemned and ordered sold will be disposed of at auction, or to the highest bidder on sealed proposals, as provided by Army Regulations.

130. Empty barrels, boxes, bags, hides, tallow, and other like articles not required for public use will be carefully preserved and sold as may be convenient in the manner prescribed in the preceding paragraph for stores condemned and ordered sold.

131. Stores (or property) in good condition not required for use at a post or station, if it is inexpedient to transport them to a place where they can be used, will be reported, through proper channels, to the Commissary-General, with a view to their condemnation and sale at public auction under section 1241, Revised Statutes.—*See 7 Comp. Dec.; 260.*

132. Articles of subsistence stores which have been condemned and ordered sold, the use of which would be dangerous to the health of the purchasers or consumers, will not be offered for sale without notice of their unfitness for human food.

EXCEPTIONAL ARTICLES.

133. Upon the written guaranty of the officer or enlisted man requesting them that they will be accepted and paid for on arrival at the post regardless of their condition, any of the following articles may be called for by chief commissaries, purchased without advertisement, and invoiced to the commissaries at posts, for delivery to those requesting them, when the money value of the articles requested is greater than the cost of transporting them to their destination, viz:

1. Articles included in the authorized lists which differ in quality or size, or in size of package, from those that have been furnished the post for sales.

2. Articles of food, properly classifiable as groceries, which are not mentioned in the authorized lists.

3. Articles of cleaning materials, of stationery, and other articles which are of the same general character as those mentioned in the authorized lists.

Chief commissaries are instructed from time to time by the Commissary-General as to the proper purchasing stations from which to obtain "exceptional articles."

134. No malt, vinous, or spirituous liquors will be purchased by the Subsistence Department as exceptional articles, or for any other purpose.

135. The Subsistence Department is not authorized to purchase exceptional articles and furnish them to post exchanges on the request of officers in charge of those exchanges.

136. Requests from those desiring exceptional articles will be made in duplicate on the form provided for the purpose and in accordance with the printed instructions thereon. One copy of each request will be retained by the commissary at the post, and one copy will be forwarded, if practicable, with the monthly requisition for reference to the purchasing commissary. If forwarded at any other time, a satisfactory explanation for so doing will be required.

137. Chief commissaries should not ask for exceptional articles to be shipped at unseasonable times, or when they are very liable to damage or decay, unless satisfied that those asking for them are fully aware that they will be required to take and pay for the articles on arrival regardless of their condition. More than ordinary care should be taken by purchasing officers in preparing packages of such articles for shipment.

138. Should articles be requested to be sent, the propriety of furnishing which as exceptional articles is doubtful in the mind of the chief commissary, the matter will be referred, with his remarks, to the Commissary-General for decision.

139. Exceptional articles must be purchased by purchasing officers in time to reach destination as near the date desired as possible; but delay en route after shipment will not excuse the officer ordering the supplies from accepting them.

140. Chief commissaries may authorize the commissaries at posts under their supervision to purchase such exceptional articles as can be delivered at such posts without any cost for delivery.

141. Should any person fail during the month in which received to pay for the exceptional articles purchased for him, the articles

not paid for and their value will be entered on the return of subsistence stores with the necessary explanatory remarks.

142. Purchase vouchers of exceptional articles will state the items in detail, with prices, on the face of the voucher. On the face and back of the voucher the words " Exceptional articles " will be entered in red ink, these vouchers being made separate from those for other subsistence supplies.

143. Each invoice of and receipt for exceptional articles should show the total money value of the stores embraced therein, and should have entered in red ink, on the face, the words " Exceptional articles."

144. Only the money value of exceptional articles will be entered on the returns of the accountable commissaries, items being wholly omitted, except as provided in paragraph 141 above. The same rule will apply to entries on the abstract of sales.

ARTICLE V.

RATIONS.

NOTE.—For definitions of the various rations established and the articles and amounts thereof which comprise these rations, see the Army Regulations and the Appendix to this Manual.

145. The Filipino ration is prescribed for Philippine Scouts, whether in garrison, in the field, or traveling. When impracticable for Philippine Scouts to use the Filipino ration while traveling other than by marching, on account of the lack of cooking facilities or for other reasons, the regular travel ration may be issued.

FRESH BREAD.

146. Fresh bread is supplied to troops in garrison from post bakeries operated in accordance with Army Regulations. In the field, if the garrison ration is issued (as authorized in permanent camps), bakeries will be established, whenever practicable, and operated in like manner as bakeries at posts.

147. When the field ration is issued, bakeries will also be established, if practicable. The flour and yeast rations due to organizations will then be issued direct to the field bakeries, any amounts in excess of those required to furnish full rations of bread to the organizations being retained by the commissary. If other stores are needed in baking bread they will be issued by the commissary to the bakery upon properly approved requisitions.

FRESH BEEF.

NOTE.—For specifications for fresh beef, see "Specifications and conditions for subsistence stores" in the Appendix.

148. As usually furnished in the United States, hind quarters include one rib. When so cut, and trimmed according to specifications, the difference in weight between fore and hind quarters will seldom exceed 20 pounds. To comply with specifications, the proportion of fore and hind quarter meat to be delivered should be about as 13 to 12 for average size steers.

149. "Kidney fat" includes all the fat pertaining to and immediately surrounding the kidneys, and does not include other suet in the hind quarters.

150. A study of the following rules will enable a commissary or inspector to see that the meat delivered is according to specifications as to quality, condition, and sex.

Both dark-red lean meat and yellow fat generally indicate age, though some young animals have a decidedly yellow fat due to peculiarities of breed, character of feed, etc. Light-red lean meat and white fat indicate youth. The marrow in the bones of a young animal is soft and red, and that in an old animal is hard and light in color. Soft, white, and wide cartilage indicates a young animal, while hard, dark, and thin cartilage indicates an old animal. Looking along the backbone the character of the cartilage between the vertebræ can be determined. This cartilage generally becomes hard at the age of 6 or 7 years. The cartilage of the breastbone becomes hard in an old animal.

In the female the size and condition of the udder show the relative age. The udder of the heifer shows a clean cut and a firm, uniform mass in either flank, while that of the cow presents a more or less flabby appearance. Sometimes the udder of an old cow is removed, some fat taken from a steer substituted therefor, and the flank is skewered over in such a way as to resemble the udder of a heifer. The presence of skewers in the udder should arouse suspicion, and the appearance of the rest of the carcass should give conclusive proof of this deception.

The carcass of a bull shows massive shoulders, thick bulging neck, and broad breast. It shows a more rounded rump and has darker and coarser meat than a steer, cow, or heifer. In the case of the bull there is an absence of scrotal fat. The fore quarters of a bull are relatively larger than his hind quarters.

The carcass of a steer should show youth. Its flesh should be florid in color and firm and elastic to the touch and lighter in color than that of a cow. Its most distinctive feature is a bunch of fat known as the "cod," which is enveloped in the scrotum.

In all male carcasses the section of the pelvic or "rump" bone shown in the hind quarter is more or less curved. At the outer end of this section is a crescent-shaped piece of lean meat sometimes separated from the end of the bone by a little fat. In the fore quarter of a steer in good condition the surface of the cut separating the fore from the hind quarter should show the lean meat well mottled with fat; while that of a cow shows little, if any, mottling. Each rib of a steer, as shown in the fore quarter, generally presents a well-rounded appearance, while in the fore quarter of a cow each rib presents a surface more or less flattened.

In female carcasses the section of the pelvic or "rump" bone, as shown in the hind quarter, is nearly straight, the decrease in curvature depending on the number of calves born to the female. At the outer end of this section no lean meat is visible. A spayed heifer's carcass generally shows the scar in the flank.

Excessive moisture, which is mostly observed in flanks, abdomen, under the shoulder blade, and at the brisket, in the order named, is particularly noticeable in the carcasses of old cows or any animal that is ill-conditioned.

151. At each post at which a veterinarian is stationed and which is supplied with fresh beef by local dealers from cattle slaughtered in the vicinity, the commanding officer, whenever it is possible to do so, will cause the veterinarian to inspect the cattle before they are slaughtered and at the time of slaughtering, and also the beef when delivered at the post, with a view of determining whether the contract requirements have been met, and to report in writing to the commanding officer the result of such inspection.

BEEF CATTLE.

152. Before accepting beef cattle a commissary, or board of officers if convened for the purpose, should be satisfied as to their age, sex, quality, and health. A veterinarian will assist in the inspection whenever practicable.

153. *Age.*—The age of cattle is estimated by the teeth. The adult animal has 8 incisor teeth in the front of the lower jaw, but none in the upper jaw, which is callous. At 2 years of age the middle 2 permanent incisors are generally well up, having replaced the "milk teeth" present at birth. The remaining permanent incisors appear in pairs at irregular intervals, the complete set generally being fully developed at 4 years of age. After that, age can only be estimated by the wear of the teeth and the general appearance of the jaw. As age advances the teeth become more and more worn and yellowish, are not so crowded in the jaw, and lose their chisel shape, the gums at the same time receding.

The age of cattle may also be roughly guessed at by the horns. When 3 years old they are smooth and handsome. At 5 a ring generally appears on the horns of steers at their roots, and a new ring appears each succeeding year. These rings are, however, not well defined and are liable to be tampered with, as they can be filed off, and are therefore not a reliable guide.

Cattle for army use should be between 2 and 6 years of age.

154. *Sex.*—A bull is an uncastrated male.

A bullock is a young bull.

A steer is a male not full grown and castrated when young.

An ox is a full-grown male castrated when young.

A stag is a male castrated late in life.

A heifer is the young female.

A maiden heifer is an adult female which has not been allowed to breed.

A spayed heifer is a female with ovaries removed.

A cow is a female that has had a calf.

155. *Quality.*—The most suitable steers are those which are moderately fat. Very fat animals, whose flesh wastes much in cooking, are as much to be avoided as those which are thin and underfed.

A good steer should have a level, straight back, and its bones should be well covered with flesh.

A fine, soft, mellow, elastic, and movable skin is a point of excellence.

156. *Condition.*—In examining a herd of cattle, the following points may be taken as indicative of good health:

Movements brisk, eyes bright and full, muzzle cool and moist; dung normal, neither watery, hard, nor blood-stained; coat glossy.

The animals should, when quiet, be constantly chewing the cud; if lying down, should, when quietly raised, stretch themselves.

The following points indicate ill health:

Movements dull and sluggish, eyes dull and hollow, muzzle hot and dry, heat at base of horns, dull coat, tight skin.

Should an animal not stretch himself on being quietly raised, or not chew the cud for any length of time, or stand apart from his fellows, or cower behind a bush or wall, he must be looked upon with suspicion and should be rejected.

157. *Purchase.*—Beef cattle will be purchased only when necessary for supplying beef to troops in campaign or on the march.

The local resources of invaded territory in the way of fresh meat should always be utilized. The animals brought in by foraging parties will be assembled in corrals established on the line of communications, and the slaughtering (under the observation of veterinarians) and issuing will generally be conducted by commissary officers.

In regions distant from railroad or water communication and

deficient in local supplies, it may be necessary to purchase herds of cattle in advance of a movement, driving them with the command and slaughtering them as needed. Such purchases will be made by contract when practicable. If time or circumstances render open-market purchases necessary, and do not permit of reducing to writing the terms of purchase agreed upon, the method to be used in determining the net weight will be stated to, and accepted by, the parties supplying the cattle.

158. *Contracts.*—Contracts for beef cattle are made on the form furnished by the Subsistence Department for the purpose.

This form provides for the purchase of steers only, excluding those that are wild, lame, or diseased. It specifies the maximum and minimum limits of age and weight, generally 6 and 2 years, and 1,400 and 1,000 pounds, respectively, and prescribes the method of determining the weight and of making deliveries as follows:

If practicable, the cattle shall be weighed; in which case they shall be kept twelve hours, immediately before weighing, without food or water. Their net weight shall be considered as 55 per cent of the gross weight when the animal weighs 1,300 pounds or more; 50 per cent when weighing between 1,300 and 800 pounds; and 40 per cent when weighing 800 pounds or less.

If impracticable to weigh the cattle, the herd will be separated into three lots, according to apparent weight—heavy, medium, light—or into a greater number of lots, if the herd is large and the cattle of great diversity in weight. From each lot an animal will be selected as of the average weight and condition thereof, killed and dressed and trimmed as follows: Necks cut off perpendicularly to the line of the vertebræ, leaving but three cervical vertebræ on the carcass, shanks of fore quarters cut off 4 inches above the point where the long bone (radius) makes a joint with the knee, shanks of hind quarters cut off 8 inches above the point where the long bone (tibia) makes a joint with the uppermost bone of the hock. The actual scale weight of the carcass of each animal thus dressed and trimmed (excluding necks, shanks, and kidney fat) shall be considered as the average net weight of the cattle of the lot from which the animal was taken.

The delivery of the beef cattle shall be accomplished in the following manner:

When the contractor is ready to deliver the cattle he should so notify the commissary. If there be a commanding officer the commissary shall at once report such notification to him. Thereupon the commanding officer shall immediately convene a board of officers, to consist of as many members, not exceeding three, as can be assembed, one of whom shall be the commissary, and the others preferably company commanders. Whenever practicable, the board will be assisted by a veterinarian. The commissary and the commanding officer shall

comprise the board if no other officers are available. As soon as practicable, the board shall personally inspect the cattle, select such as conform to the requirements of the contract, and determine their net weight in the manner prescribed in the preceding paragraphs. Upon the determination of such net weight the commissary shall receive the cattle so selected and plainly brand them on the left hind quarter with the letters "U. S." If the commissary be the only officer available, he shall at once pursue the course prescribed in this paragraph for a board of officers. The board shall furnish a report (or the commissary shall furnish a certificate, as the case may be) setting forth fully the method pursued in determining the net weight of the selected cattle, the several steps taken by them or him in the performance of their or his whole duty relating to the contract, and the number of head and aggregate net weight of the selected cattle.

159. *Care.*—In driving cattle they should be started on the road at daybreak, and after one hour they should be stopped to rest and ruminate when they will be found to drive with more ease to themselves than if the stoppage had not been made. At meridian, if opportunity offers, the herd should be halted from one to two hours, allowing them to feed and water. Cattle should never be driven, but permitted to assume their own gait, except the lively fast-traveling ones, which should be held in check to give those in rear an opportunity to close up and prevent separation. A herd should never be separated in sections, especially in proceeding through a wooded country. The number of men required in the field is about 3 to the 100 head. They should be placed at equal distances on the sides, with a strong force of herders in the rear to guard against straggling, for there will be in all large herds some that are lame or too heavy to travel well.

In herding cattle where there are no fences for corrals the cattle should be allowed a free range of country, with mounted herders at equal intervals and within sight of each other on the outer circle.

In pasturing cattle water should be of convenient access from the feeding grounds, and cattle should not be kept on the pasture more than eight hours in twenty-four, commencing at daylight in the morning, removed at the expiration of four hours, and replaced, say, at 2 o'clock p. m., and removed at 6 o'clock p. m. This method gives them an opportunity to chew the cud, and prevents unnecessary trampling of the grass.

When sufficient pasturage can not be secured for beeves, hay, corn, and other articles of forage will be purchased and fed to them in such quantities as may be necessary. Hay and corn are the best forage, and if fed in proportions of about 12 pounds of each will ordinarily keep cattle in good condition—to be fed half each in the morning and half in the evening.

Cattle should be allowed to drink whenever they desire, but when this is not possible, they should be driven to water after the morning and evening feed.

Cattle should be salted twice a week with about 4 ounces per head at each issue.

160. *Slaughtering.*—Roughly, one butcher is required for every thousand troops. A veterinarian should be present, whenever practicable, when the animals are killed and dressed.

The animal heat leaves the beef in about twenty-four hours after being killed, and if an animal is killed, dressed, and immediately thereafter issued to troops it is very liable to cause diarrhea and is otherwise prejudicial to health. For this reason beef cattle should be slaughtered late in the day, if practicable, to allow the animal heat to escape over night. In temperate climates cattle should, when practicable, be killed twenty-four hours before issue; in hot climates at least ten hours. Cattle should be deprived of food for twelve hours before slaughter.

In taking off hides care should be observed not to cut them, as every knife cut reduces the value of a hide. Hides will be preserved by drying or salting, and sold as soon as practicable.

Whenever time and convenience will permit, the tallow will be rendered, placed in suitable receptacles, and sold as soon as practicable.

161. *Accounting.*—Beeves will be accounted for by number and net weight on the return of subsistence stores, hides by number, and tallow by pounds.

COMMUTATION OF RATIONS.

162. Commutation of rations is money paid in substitution of the ration.

163. Commutation of rations, being regulated by statute and regulations, can not be allowed by inferior authority.

164. The amount to be paid as commutation is fixed by statute in only a few cases. No specific authority to establish rates in other cases has been given by statute, but the amounts fixed by Army Regulations are recognized and sanctioned in the provisions of the army appropriation acts.

NOTE.—For general regulations governing the payment of commutation of rations, see the Army Regulations.

165. Commutation of rations may be paid on a furlough extended by proper authority irrespective of when the extension was granted.

166. Commutation of rations to members of the Nurse Corps (female) is authorized during only one month's leave in each calendar year.

167. The right of an enlisted man to commutation of rations while on furlough is not involved in the question whether an officer

was or was not acting within the scope of his authority when he granted the furlough. After a soldier complies with the requirements specified in a furlough which is officially given to him, he should not be made to suffer pecuniary loss of commutation because the officer granting the furlough exceeded his authority.

168. When an enlisted man is on furlough and is discharged before the expiration of his furlough, he is entitled to commutation of rations for the day of discharge.

169. When commutation of rations on furlough or travel order is payable from the appropriation of two fiscal years, the officer who first makes part payment from funds available for either portion of the time involved will take a copy of the furlough or order for file as a subvoucher to his receipt roll, indorse on both the original and copy the date, amount, and mode of payment, and certify on the copy that the fact of payment has been indorsed on the original. The officer who makes final payment will take up the original, indorse on it the fact of payment, and file it with his receipt roll as a subvoucher.

170. Enlisted men of the Army on duty at the Army and Navy General Hospital at Hot Springs, Ark., will be paid commutation of rations at the rate of 30 cents per ration, the amounts to be paid to the men by the commissary upon their individual receipts.—*Executive Order, published in G. O. No. 53, War Department, 1907.*

171. The payment of commutation in lieu of rations to enlisted patients in hospital and members of the Nurse Corps on duty therein, as provided by Army Regulations, is not mandatory, the Secretary of War having discretion to issue rations in kind in cases where he deems it advisable.

172. Nurses not members of the Nurse Corps and hospital matrons on duty in hospitals are not entitled to commutation of rations at 30 cents per ration, but may be furnished a ration in kind.

173. Under section 1288, Revised Statutes, which provides that any soldier who is captured by the enemy shall be entitled to receive, during his captivity, "the same pay, subsistence, and allowance to which he may be entitled while in actual service," a soldier so captured is entitled to commutation of rations during his captivity at the rate provided in General Orders No. 37, Adjutant-General Office, 1865, viz, 25 cents per day, from the appropriation "Subsistence of the Army."—*6 Comp. Dec., 846.*

174. A member of a recruiting party living out of quarters may, upon proper authority, be paid commutation of rations at the contract price for meals at the recruiting station.

175. Cadets at the United States Military Academy are allowed, in addition to their pay, one ration per day or commutation thereof, such commutation to be 30 cents per day.—*Act June 28, 1902.*

176. Officers of the organized militia authorized to attend service or garrison schools are entitled to commutation of subsistence at the rate of $1 per day while in actual attendance upon the course of instruction. Payment of commutation of subsistence under this head is made by the Pay Department. There is no authority of law for making such payment from the appropriation "Subsistence of the Army."

177. A commissary who makes payment of commutation of rations under an order which directs the amount thereof, or any portion of it, to be charged against an enlisted man, will notify the soldier's company commander of the fact of payment and the amount to be charged, and will request him to enter in the column of remarks on the pay roll, in explanation of the charge, the following: "Refundment of commutation, Subs. Army, 190–," giving the fiscal year of the appropriation from which payment was made. The commissary in all such cases will indorse on the copy of the order which accompanies his money accounts the fact that the company commander has been requested to make the stoppage as above, stating the amount and giving the date of the request. Similar action will be taken where other stoppages on account of subsistence have been made.

NOTE.—For regulations governing the payment of "board money" in lieu of subsistence to employees on transports, see the United States Army Transport Service Regulations.

MEALS IN LIEU OF RATIONS.

178. Upon the arrival of a recruiting officer at a city or town where he is to establish a recruiting station he will at once make inquiries at the available places in the neighborhood of the station as to the prices at which meals for his party can be obtained, and will procure them, if of proper quality, by open purchase, at the most reasonable rates, until he can advertise for proposals by means of printed forms for advertisement, proposal, and acceptance, furnished by the Subsistence Department.

179. As better prices can undoubtedly be obtained by making contracts for meals for recruiting parties and recruits at recruiting stations for comparatively long periods, the officers on duty at such stations will, as far as practicable, make such contracts to embrace a period of three to six months, being careful, however, not to make a contract embracing a portion of two fiscal years.

180. The meals and lunches furnished recruits by the contractor for meals should be paid for by the recruiting officer if he has funds; otherwise he will send the vouchers for payment to the chief commissary of the department in which his station is located.

181. Charges for subsistence made under the provisions of Army Regulations, or in accordance with special instructions, against a sol-

dier who has reported at a recruiting station and has been sent therefrom to his proper station by the recruiting officer will include the cost of the soldier's subsistence while at the recruiting station as well as the cost of his subsistence during the journey. Recruiting officers will govern themselves accordingly in reporting to organization commanders the cost of subsistence in such cases. In the case of a soldier who was absent without leave or in desertion when he reported at the recruiting station the organization commander will charge against the soldier the cost of subsistence reported by the recruiting officer, diminished by the value of the ration, at 25 cents a day, for the number of days between the date on which the soldier reported at the recruiting station and the date of his arrival at his proper station. If in such a case the term of enlistment of a soldier who was absent without leave expires before the charge against him for subsistence is made and collected on the rolls, the full amount reported by the recruiting officer, without deduction for rations except for the period between date of reporting at recruiting station and date of expiration of enlistment, will be charged on the soldier's final statements. Charges for subsistence made in accordance with the foregoing instructions will be entered on the rolls under the heading "Increased cost of rations, Subsistence, Army, 19—."

182. The chief commissary of a department will ascertain what, if any, arrangements can be made with the various railroads and public eating houses established along lines of travel over which enlisted men are usually routed in and from his department, and if satisfactory arrangements are made he will cause the necessary information to be communicated to the various commissaries and recruiting officers who may be doing duty in the department, and will also cause them to be notified from time to time as changes occur.

183. When railroads equipped with eating houses, or when public eating houses established along railroads not so equipped, have agreed to furnish meals to enlisted men traveling unaccompanied by a commissioned officer on meal tickets issued for the purpose, the commanding officer ordering transportation for enlisted men so traveling over such roads may direct the Subsistence Department to issue meal tickets for use en route. A noncommissioned officer or private traveling in charge of a detachment will be furnished the meal tickets for the detachment, and will duly execute the receipt upon a ticket for the number of meals furnished at any authorized point, and leave the receipted ticket with the representative of the eating house there present. A soldier traveling alone will receipt the ticket and leave it in the same way. These receipted tickets will be returned by the railroads or public eating houses accompanied by bills to the commissary who issued them, who will prepare vouchers and pay the same. Recruiting officers not at per-

manent stations may request those to whom meal tickets are addressed to forward them for payment to the chief commissary of the department, giving name and address, in which they are recruiting.

184. If soldiers to whom meal tickets are issued are for sufficient reasons unable to use them, reimbursement of the amount necessarily expended may be made to such soldiers upon a full and satisfactory explanation of the case to the chief commissary of the department in which the tickets were issued. See paragraph 123 of this Manual for requirements of reimbursement vouchers.

185. Disbursing officers will not pay accounts for meal tickets which have been improperly used, except when specially authorized by the War Department.

ARTICLE VI.

RATION ISSUES AND OTHER ISSUES.

ISSUES OF RATIONS.

NOTE.—See the Army Regulations for methods of issuing rations.

186. The unit of issue is a full day's ration. Issue of a fractional part of a day's ration for a fractional part of a day will not be made. Enlisted men supplied with cooked or travel rations, and those not supplied with subsistence of any kind or commutation therefor, who join station at or before dinner hour of a given day, will draw full rations for the day. A fraction of a ration less than one-half is disregarded, and a fraction more than one-half is considered a ration. A shortage in the unconsumed travel-ration articles turned in for the day of arrival under the Army Regulations, may be disregarded if it does not exceed one-half of a ration per man for that day. If it exceed that amount, investigation will be made and the money value of the shortage will be charged against the pay of those who are responsible. A note that such investigation and charge have been made will be entered on the abstract of issues.

187. When rations are issued and are found by a surveying officer to be deteriorated so that those for whom they were issued were insufficiently subsisted (rationed) and money is expended from the company fund for necessary subsistence, the company fund may be reimbursed by the Subsistence Department for the amount so expended upon a full statement of the circumstances of the case and the approval of the Secretary of War.

188. Fresh vegetables which have so far undergone deterioration as to render their issue to troops at the usual rate unequal to the authorized allowance, but which are still wholesome, will be submitted to a surveying officer, with a view to his fixing the responsibility for

the deterioration and recommending the rate at which they shall be issued.

189. After rations are issued by the commissary they are in the keeping of the troops, and any loss sustained is theirs.

190. Except in emergencies, canned roast beef should be issued not oftener than two days in ten, and not at all unless vegetables can be provided and cooking facilities are available.

191. When an article is furnished in cans or bottles as a part of the garrison or Filipino ration and the exact quantity to which a company or detachment is entitled can not be issued without opening a can or bottle, the fractional quantity will be retained by the commissary and paid for as savings, or a ration certificate will be given for it, at the option of the organization.

192. When canned meats, hash, potatoes, tomatoes, jam, milk, or beans are issued as part of the field or travel ration and the exact quantity can not be furnished without breaking a can, an overissue of one can of the smallest size on hand will be allowed.

193. Corned beef, roast beef, and corned-beef hash will ordinarily be purchased in 2-pound net-weight cans and issued as such. When emergencies require the purchase of trade packages (No. 2 cans) of these articles, such cans will be issued as 24 ounces. Trade packages of other ration articles being of varying weights, their contents will be estimated as follows in making issues:

	Ounces.
Fish, salmon, No. 1 cans	16.00
Baking powder, No. ½ cans	8.00
Beans, baked, No. 1 cans	10.00
Beans, baked, No. 3 cans	32.00
Tomatoes, No. 2½ or No. 3 cans	32.00
Tomatoes, No. 10 cans	104.00
Jam, No. 2 cans	25.20
Milk, evaporated, family size	12.00
Milk, evaporated, hotel size	32.00
Milk, evaporated, pint cans	16.00
Milk, evaporated, gallon cans	128.00
Lard, No. 5 pails	66.56
Spices, No. ¼ cans	4.00
Flavoring extracts, 2-ounce bottle	2.00
Flavoring extracts, 8-ounce bottle	8.00

Undrawn chickens will be issued at 80 per cent of their invoice weight and undrawn turkeys at 85 per cent.

194. Rations will not be issued to civil employees of the Subsistence Department as part of their compensation.

REIMBURSEMENT ISSUES.

195. Reimbursement issues comprise those made under laws or competent orders, for which reimbursement of the subsistence appropriation is to be made from other appropriations.

196. The commissary who makes reimbursement issues should forward with his returns separate abstracts of all such issues, filing with them a copy of the authority or reference to the law justifying the issue. Settlement is made in Washington between the appropriations concerned.

197. When issues are made to the Navy or Marine Corps cooperating with the Army under the provisions of section 1143, Revised Statutes, the subsistence appropriation of the Army is entitled to reimbursement from the corresponding appropriation of the Navy.—*13 Comp. Dec., 529.*

NOTE.—See, also, Sales to Bureaus or Departments.

ISSUES OF STORES OTHER THAN RATIONS.

NOTE.—For authorized issues of stores other than rations, see the Army Regulations.

ICE.

198. Chief commissaries will see that ice for the preservation of subsistence stores is provided where refrigerators are authorized by the Subsistence Department, and such ice will be paid for from the appropriation "Subsistence of the Army," and will be accounted for as "Wastage" on the return of stores. It will be used solely in those refrigerators, and only for the preservation of subsistence stores in stock before the same are issued or sold. The quantity issued will be such as shall be ordered by the commanding officer of the post as necessary.

199. At posts or stations where ice machines are operated by the Quartermaster's Department, the Subsistence Department will not supply ice. At such places ice is issued by the Quartermaster's Department to organizations entitled to it and to the Subsistence Department for the preservation of stores. When an ice machine breaks down and ceases to produce ice, the Subsistence Department will supply it.

200. Ice used in offices of chief commissaries and purchasing commissaries will be accounted for as subsistence property. Ice will not be furnished for use in offices of commissaries at posts.

201. Garrison prisoners organized into a detachment for separate messing are entitled to the allowance of ice contemplated by Regulations.

202. Detachments of military convicts are not entitled to the ice allowance, nor can they be considered when it becomes necessary to compute the allowance of a detachment from the number of enlisted men pertaining thereto, even though they be attached to said detachment for messing purposes.

203. Detachments of enlisted men, however small, if issued rations in kind, are entitled to the prescribed allowance of ice.

SAVINGS.

NOTE.—See the Army Regulations relating to savings.

204. When a component article of the ration is on hand in different kinds of packages, the price varying with the package, savings on that article will be paid for at the current price of the article in the least expensive package on hand.

205. If, at a newly established post or station, a component article has not been supplied, or if, for any other reason, the commissary is not able to determine the "current price" at which to pay for savings, the price for the month (or until a supply is received) will be fixed by the chief commissary, who will base it, whenever practicable, upon the last price at the place designated as the source of supply of the article for the post or station.

206. Savings are not authorized to be paid to civilians drawing rations.

207. Enlisted men messing separately, if rationed as a detachment, are entitled to make savings.

208. When ration articles have, through exigencies of the service, so accumulated at a post or station that heavy loss will result to the Government if the articles are not issued, the fact will be reported to the Commissary-General, through military channels, with a view to presentation to the War Department for temporary suspension of the savings privilege, or such other action as may be deemed advisable.

209. In permanent camps, if garrison rations are issued, each commissary will pay savings due direct to the commanding officer or commissary of the organization to which he issues rations, who will distribute the savings to minor organizations, if any, in like manner as the rations are distributed. Savings of the bakery will be distributed in the same way by the camp council of administration quarterly, or upon the breaking up of the camp.

GAINS, WASTAGE, AND DEFICIENCIES.

210. A commissary is allowed to drop monthly from his returns as wastage a limited percentage of the total quantity of certain articles issued and sold during the month as follows:

	Percentage.		Percentage.
Salt meats for issue, not canned	2	Coffee, not canned	1
Dried fish, not canned	2	Tea, not canned	1
Flour, not canned	2	Sugar	2
Hard bread, not canned	2	Pickles	2
Corn meal, not canned	2	Salt	2
Beans, not canned	1	Butter, not canned	2
Rice	1	Oleomargarine, not canned	2
Hominy, in sacks	1	Sirup, not canned	3
Fresh vegetables, not canned	3	Soap	3
Dried fruits, not canned	2	Molasses, in kegs	3

211. Wastage will be reported, not on the presumption that it exists or will exist, but on the fact that it actually exists as determined by the monthly inventory.

212. Deficiencies exceeding the above percentages, or in articles for which a limit of wastage is not indicated, or losses arising in any other way than from natural causes or in making issues or sales will be accounted for (1) by survey reports, (2) by affidavits, (3) by certificates of disinterested commissioned officers. Surveying officers should generally report on such deficiencies, affidavits or certificates being used only when the amount involved is very small.

213. When the monthly inventory indicates that stores are on hand in excess of the paper balances, the excess will be taken up under the heading "Gains."

NOTE.—For the dropping of ice as wastage, see paragraph 198 of this Manual.

ARTICLE VII.

SALES.

NOTE.—General regulations governing the sale of subsistence stores are contained in the Army Regulations.

214. Subject to the restrictions noted in Circular No. 4, Office of the Commissary-General, 1908, as printed in the Appendix, one kind, size, brand, or variety of article under each numbered item of said circular may be kept on hand for sale at any post (except that chicken, turkey, and ice will not be sold), provided that in the opinion of the chief commissary such supply is warranted, considering possible losses due to accumulation of varieties, sizes, etc., which may not be in regular demand. A change from one brand to another, under the same numbered heading, is allowable when such change will not result in an accumulation. A ration article required at a post, whether for sale or issue, if authorized in various kinds of packages, will be supplied only in the least expensive kind, if such package answers every requirement.

NOTE.—See paragraph 9 of this Manual for the duty of a chief commissary in connection with neglected varieties at a post.

215. When troops are in temporary camps or on active campaign the list of articles to be kept on hand by the Subsistence Department for sale to officers and enlisted men will be fixed by the commanding general, depending on the amount of transportation available and the conditions of service. When the transportation is limited the list should ordinarily comprise, in addition to articles of the ration, only the necessary toilet articles, and tobacco, pipes, matches,

writing material, and one or two varieties each of canned vegetables and canned or dried fruits.

216. The prices at which subsistence stores are sold are regulated by the requirements of the Army Regulations. When at the close of a month the supply of an article is exhausted, the invoice price of the next lot received should govern during the month when received.

217. Cigars will be sold only by the box.

218. Hard bread is authorized to be sold to soldiers' reunions when desired at cost price with 10 per cent added.

219. Sales of subsistence stores to the widow of an officer or soldier, or to officers who board at a hotel or public boarding house, are not authorized.

220. The sale of subsistence stores to any sick or convalescent officer, soldier, or civilian on transport or in hospital, except upon the written order of a medical officer on duty with the transport, or in the hospital, is forbidden.

221. Sales will not be made on credit to officers whose pay has been stopped.

222. A retired officer may purchase at any point where subsistence stores are kept for sale, but the Subsistence Department does not undertake to have stores delivered to a purchaser elsewhere than at the station where sold. Delays in shipment will be at the purchaser's risk.

223. The Subsistence Department is authorized to sell to an exchange at cost price any of the articles comprising the ration, and such other articles as may be on hand for sale.

SALES TO BUREAUS OR DEPARTMENTS.

224. Sales of subsistence supplies to other bureaus of the War Department are made at the invoice price; sales to other executive departments at the invoice price, plus 10 per cent to cover wastage in transit, and plus the cost of transportation.

225. Hereafter vouchers for services rendered or supplies furnished by one department, bureau, or office to another department, bureau, or office must be sent through the office of the Commissary-General to the proper accounting officer of the Treasury Department for settlement.—*See Treas. Dep. Cir. No. 54, August 14, 1907, amending Treas. Dep. Cir. No. 120, 1887.*

226. In sales to the Navy and Marine Corps in the Philippines, Guam, or Cuba, the above-amended provision of Circular No. 120, Treasury Department, 1887, has been waived by the Treasury Department. Settlement in such cases will be made direct with the officer making the sale.

227. When a commissary making sales as above receives payment to cover the cost of transportation, in addition to the cost of the stores plus 10 per cent for wastage, the transportation money so received will be taken up on his account current under the head of "Transportation of the Army," and be at once transferred to some quartermaster or deposited under the proper appropriation to the credit of the Treasurer of the United States.

228. The rate to be charged in the Philippines for transportation will be assumed, without regard to classification or point of shipment, to be $1.25 per hundred pounds from the United States, and 75 cents per hundred pounds from Manila to other points in the Philippines.

229. Officers of foreign armies attending any of the United States service schools may purchase subsistence stores under the conditions that apply to officers of the United States Army.

ARTICLE VIII.

STORAGE AND STOREHOUSES.

230. For the proper storage of 25,000 complete garrison rations a room 20 by 50 feet is required, or, say, 1,000 square feet of floor space. This contemplates the storing of baking powder and spices on shelves built over the vinegar or sirup barrels. Four shelves, 20 inches apart, each 12 by 1½ feet, are required. Maximum height of stores, 9 feet. The meat ration is supposed to be bacon, and the vegetable ration, 70 per cent potatoes and 30 per cent canned tomatoes. Omitting the fresh vegetables, a room 20 by 40 feet, or 800 square feet of floor space, would be required.

231. When practicable, each kind of subsistence stores will be placed by itself, the packages arranged so as to allow the air to circulate among them, and to permit the kind, quantity, and age (date of purchase) of each lot to be readily ascertained.

232. Small articles, such as brushes, combs, pencils, pins, towels, etc., removed from original packages, should be placed at once under lock and key and kept in suitable receptacles, where they will be secure from loss and from dust and other cause of deterioration.

233. Old newspapers, interstitially set between sacks of flour, furnish to mice a desirable material for nest building, and the flour will be left untouched.

234. The window openings of storehouses should be provided with iron bars and shutters. In hot weather the sun should be excluded, and at night the sashes and shutters should be opened for ventilation, a curtain of bagging or other suitable material being fastened in the window openings to keep out flies. Neatness should be observed everywhere, especially in salesrooms.

235. The keys of storehouses will not be intrusted to enlisted men or civilians without great circumspection upon the part of the accountable officer; and keys of storehouses should be in possession of officers at night.

236. Vegetables should not be stored in cellars under subsistence storehouses. Such articles as coffees, teas, sugars, flour, etc., are injured by the emanations from decaying vegetables. Vegetables should therefore be stored in root-houses—structures apart from the storehouses—constructed in the earth or on the surface by and at the expense of the Quartermaster's Department.

ARTICLE IX.

SUBSISTENCE PROPERTY.

237. Subsistence property may be divided into the following classes of articles:

1. Stationery.
2. Office furnishings.
3. Bake ovens at posts, and apparatus pertaining thereto.
4. Cooking apparatus for the field.
5. Cooking apparatus when traveling (except on transports).
6. Miscellaneous articles used in testing, handling, preserving, issuing, and selling subsistence stores.

NOTE.—For complete list of articles of subsistence property authorized at posts, see Appendix.

238. Chief commissaries of departments are authorized to call upon purchasing commissaries for such of the articles embraced in the authorized list for their office use or for the use of commissaries at posts in their departments as in their judgment may be considered necessary.

239. Chief commissaries are authorized to contract for the construction of brick ovens required at posts in their departments, provided the cost does not exceed $1,000 per oven. If the cost is in excess of that amount, authority of the Commissary-General is required. If portable ovens are required, chief commissaries will call upon purchasing commissaries designated by the Commissary-General to supply them.

240. Apparatus pertaining to bake ovens includes dough troughs, bake pans, firing tools for the ovens, proof racks, kneading tables, dough mixers, brooms, brushes, buckets, thermometers, and all other machinery and appliances needed for baking bread. The Quartermaster's Department has charge of the erection of the bakery buildings, including the plumbing, heating, and lighting fixtures used

therein. The cost of power used in operating authorized bread-baking machinery must be paid from the bakery fund.

241. Requisitions for authorized articles of subsistence property will be made out, on form provided for the purpose, semiannually, on January 1 and July 1, for periods of twelve months, and be mailed, after approval, to the chief commissary not later than the fifteenth of the month in which made. A careful inventory of all property on hand will be taken before the requisition is made.

242. Articles of subsistence property not on the authorized list will, if needed, be made the subject of special requisition, with requisite descriptions and explanation showing the necessity for same, and giving estimated cost.

243. All subsistence property out of repair may be repaired if deemed judicious and economical; but that at posts only when repairs are directed by the chief commissary of the department. Commissaries at posts will submit on their semiannual requisitions for property a list of property out of repair, indicating the repairs needed, estimated cost, and place where repairs should be made. Similar reports may be made at intermediate dates if repairs are urgently needed.

244. The following articles will, when they become surplus in any department, be reported by the chief commissary to the Commissary-General with a view to their use, if required, in other departments: Commissary chests, field desks, typewriters, typewriter cabinets and stands, refrigerators, company cooking outfits, and field bakery equipments.

245. Envelopes for official use are provided under contract by the Postmaster-General. Only such officers of the Subsistence Department as are authorized in orders of the War Department may purchase such envelopes. They will be ordered direct from the contractors and paid for as provided in the contracts. Information on the subject is published from time to time in general orders.

246. For official use in the Subsistence Department only white envelopes of the following sizes, printed or plain, will be ordered:

Letter sizes: No. 11, $10\frac{3}{8}$ by $4\frac{1}{2}$ inches, and No. 9, $8\frac{7}{8}$ by $3\frac{7}{8}$ inches. Note size: No. 6, 6 by $3\frac{1}{2}$ inches.

247. Official headings and penalty clauses will be requested to be printed by the contractors in plain type, of the form and style of printing now authorized under the Army Regulations.

248. When typewriting machines, duplicators, and other writing or copying machines have been allowed by the Commissary-General, the purchase or supply of all needful equipment for the same is authorized, the cost of typewriter stands not to exceed $5.

249. All movable articles of subsistence property will, if practicable, be conspicuously branded or stamped with the letters "U. S.,"

preceded and followed by the distinctive crescent of the department, cusps to the right.

PROPERTY FOR PURCHASING COMMISSARIES.

250. Purchasing commissaries are authorized to supply their offices with reasonable quantities of any of the articles embraced in the authorized list for posts. In addition, the following articles are authorized for purchasing stations, all of them being expendable except those italicized:

Articles.	Kinds, sizes, etc.	Articles.	Kinds, sizes, etc.
Bags, cotton	4 yards to the pound.	*Irons, soldering*	
Bags, gunny	10½ ounces.	Iron, strap	As needed.
Bits, auger		Lumber	Do.
Boxes, packing	Sizes required.	*Roasters, coffee*	Small.
Braces, carpenter		Rope	As needed.
Duplicators	Kind desired.	Sawdust	Do.
Excelsior	As needed.	Solder	Do.
Head raisers		*Triers*	Kind required.
Hoops, hickory	Kind required.		

251. Purchasing commissaries requiring articles not enumerated above or in the authorized list for posts must obtain special authority for their purchase from the Commissary-General. Explanation should be given showing the necessity for the articles and giving estimated cost.

PROPERTY IN THE FIELD.

252. Subsistence property in the field is limited to absolute requirements, as follows:

1. Cooking outfits for companies and like units.
2. Bake ovens and apparatus pertaining thereto for regiments and larger units.
3. Commissary chests and their equipments of tools, etc.
4. Field desks, packed with necessary stationery, blanks, etc.
5. Folding platform scales.
6. Field safes.

253. *Cooking outfits for companies.*—Cooking outfits for companies include the following articles:

1 field range.
3 boilers.
1 chopper, meat.
1 cleaner, pot.
1 cleaver.
1 dipper.
1 dredge, flour.
1 dredge, pepper.
1 dredge, salt.
1 fork, large.
1 guard, tent.
3 kettles, camp.
1 knife, butcher.
1 ladle, pierced.
1 ladle, plain.
2 lanterns, folding.
2 pans, large.
1 pipe, smoke, elbow.
4 pipe, smoke, joints.
1 saw, meat.
1 shovel.
1 sieve, flour.
1 skimmer.
1 spoon, large.
1 steel, butcher's.
1 turner, cake.

254. Commissaries at posts will keep on hand a sufficient number of company cooking outfits to supply all organizations at the posts and 25 per cent additional as a reserve supply.

255. Upon the departure of a company for temporary field service it will be supplied by the commissary with a cooking outfit on memorandum receipt of its commanding officer. Upon the return of the company the outfit will be thoroughly cleaned, greased to prevent rust, and returned to the commissary, who, before storing it, will see that it is in proper condition for reissue.

256. When organizations are ordered to indefinite field service cooking outfits for companies will be invoiced to the commissary of the organization, who thus becomes accountable for them and issues them on memorandum receipts to the company commanders. The latter should not be required to assume accountability for subsistence property.

257. *Bake ovens and apparatus pertaining thereto.*—Bread will be baked in the field in division bakeries whenever practicable; if not practicable, then in brigade and regimental bakeries. As a rule, bakeries will not be established for units smaller than a regiment. When not practicable to operate even a regimental bakery, it will generally be necessary to issue hard bread.

258. The chief commissary of a division or the commissary of a separate brigade should have available, when in the field, field ovens and apparatus of capacity sufficient to bake bread for his unit.

259. The following is the equipment of a regimental bakery:

3 K. D. ovens, each 144 rations capacity.
36 bread pans, each 24 rations capacity.
3 dough troughs, with covers, each 432 rations capacity.
1 kneading table top.
3 crates or racks for cooling bread, each 144 rations capacity.
3 dough scrapers.
3 bench brushes.
3 scrubbing brushes.
1 flour sieve, large.
4 buckets, galvanized iron, for flour, water, or yeast.
2 cans, large, galvanized iron, nesting, for water.
4 folding lanterns.
4 shovels, short handle (2 for earth, 2 for flour).
1 shovel, long handle, for ashes or earth.
1 baker's rake, in lieu of peel and for ashes.
1 pickax.
2 axes.
1 hatchet.
1 paulin.
1 hospital tent and fly for bakery.
1 hospital tent, 1 wall tent } for flour and bread.
1 Sibley stove and pipe.
2 four-mule wagons.

} Quartermaster property.

260. Commissaries at posts will keep on hand one regimental bakery equipment for each regiment or fraction of a regiment as large as a battalion stationed at the post. When required for field service the necessary equipment will either be issued on memorandum receipts or invoiced to battalion or regimental commissaries, according to the probable length of the service.

261. *Commissary chests.*—Commissary chests prescribed for field use by commissaries are equipped with the following articles, those not italicized being expendable. The weight of the chest, packed, is 85 pounds; dimensions, 31 by 17 by 12¼ inches.

Articles.	Kinds, sizes, etc.
1 axe	4½-pound; 29-inch handle.
6 bags, cotton, 50-pound	Heavy drill.
6 bags, cotton, 100-pound	Seamless.
6 bags, gunny, 100-pound	14-ounce.
2 blades, meat saw	22-inch.
2 candlesticks	Galvanized iron, spiked bottom and side.
1 cleaver	8-inch cut.
100 feet clothesline	Best braided sash cord, 50-foot hanks.
2 faucets, wood	8-inch.
1 funnel, quart	XXX tin, seams fully soldered.
1 hammer, claw	1½-pound, 14-inch handle.
1 handle, hammer	14-inch.
1 handle, hatchet	Do.
1 hatchet, claw	2-pound, 14-inch handle.
6 hooks, meat, for racks	Galvanized.
1 knife, butcher, 8-inch	
1 knife, butcher, 10-inch	
2 lanterns, folding	
1 measure, liquid, quart	XXX tin, seams fully soldered.
½ pound nails, wire, fourpenny	
½ pound nails, wire, sixpenny	
½ pound nails, wire, tenpenny	
6 needles, packing	6-inch.
1 opener, box	Steel, 12-inch.
3 openers, can	Common.
3 pencils, lumber	
1 saw, meat	22-inch blade.
1 saw, hand	Crosscut, 26-inch.
1 scale, spring balance	60 pounds by 2 ounces.
1 scoop, medium	XXX tin.
1 scoop, large	Do.
1 scraper, box	Bit.
1 screw-driver	8-inch, flat blade.
1 piece solder	Prepared.
1 steel, butcher's	14-inch, wooden handle.
1 tap borer	1 inch by 2 inches.
2 pounds twine, sacking	Hemp, best quality, 3-ply, in hanks.

262. *Field desks.*—Field desks for use by commissaries are equipped with the following articles:

1 gross bands, rubber, No. 18.
1 book, memorandum.
50 envelopes, official, No. 9.
50 envelopes, official, No. 11.
1 eraser, rubber.
1 eraser, knife-blade.
1 box fasteners, paper.
6 packages ink powder, black.
3 packages ink powder, red.
2 sheets paper, blotting.
24 sheets paper, carbon, letter.
3 pencils, lead, black.
3 pencils, indelible.
1 pencil, red and blue.
4 penholders.
36 pens, steel, assorted.
1 ruler, 18-inch.
2 tablets, letter, pen.
2 tablets, note, pencil.
1 tablet, letter, triplicating.
2 tablets, note, duplicating.
1 lantern, folding.
1 Subsistence Manual.
1 Army ration issue and conversion table.
Blank forms of the subsistence department.

263. The following blank forms are packed in each field desk:

Number packed.	Number and name of form.
6	1. Account current.
6	2. Abstract of expenditures.
6	4. Roll for personal services, commutation of rations, and liquid coffee money.
12	7. Voucher for purchases, or services not personal.
6	9. Account of savings purchased.
6	10. Liquid coffee account (with organizations).
6	11. Invoice of funds.
6	12. Abstract of subsistence stores sold.
6	19. Return of subsistence stores.
6	20. Abstract of purchases of subsistence stores (small).
12	23. Combined invoice of and receipt for stores or property.
300	24. Ration return (12 books of 25 blanks).
300	26. Issue slips (12 books of 25 slips).
24	27. Ration certificate.
6	28. Abstract of issues.
3	30. Return of subsistence property.
1	32. Specifications and conditions for subsistence stores.
6	43. Request for exceptional articles.
3	44. Requisition for blanks.
6	50. Statement to accompany reports of survey.

The packed field desk weighs 76 pounds. Outside dimensions 26.5 inches long, 13¾ inches wide, 21½ inches high.

264. *Folding platform scales.*—The folding platform scale used by the Subsistence Department in the field is of 300 pounds capacity, scale graduated to show one-fourth pound. Dimensions of platform, 13 by 19 inches. Weight, 97 pounds.

265. *Field safes.*—The field safe is 16 by 17 by 27 inches in dimensions and weighs 112 pounds.

KITCHEN CARS.

266. In movements by rail of a command consisting of one or more companies, troops, or batteries, when special train service is provided and the time required for the journey will exceed forty-eight hours, the Quartermaster's Department will provide sufficient space in a baggage or other suitable car for use by the command as a kitchen, and will arrange with the carriers to furnish a sufficient number of tables for each troop car. If a troop train is made up in sections, kitchen space as above will be provided for each section. Equipments for kitchen cars will be provided by the Subsistence Department. When not in use they will be stored at depots designated by the Commissary-General, from which they will be obtained by organizations requiring them by application to the chief commissary of the department. A mess officer designated by the commanding officer will give a memorandum receipt for the equipment. The issuing officer will invoice the articles to the depot commissary nearest the point at which the troops will detrain, forwarding with the invoices the corresponding memorandum receipt. The mess officer will install the equipment in the kitchen car, supervise its use en route, and ship it at the end of the rail journey to the officer to

whom it is invoiced, receiving back his memorandum receipt. In case of loss or damage of any portion of the equipment the money value will be charged to the person or organization responsible for such loss or damage.

267. Each troop car will have a sufficient number of camp kettles and of clean dish towels to enable the men to wash their individual mess kits. Company commanders are responsible for the providing of these articles and for the details of their use.

268. The garrison ration will be issued to troops traveling with kitchen cars.

269. The mess officer will be responsible for the proper cooking and serving of the meals. At the end of the journey he will divide the unconsumed rations among the organizations of the command.

270. The kitchen car equipment as furnished to each battalion consists of two ranges, crated, two chests of utensils, 2 crates of tanks and boilers, and 2 ice chests. A complete list of articles constituting the equipment is printed in the Appendix.

ARTICLE X.

BLANKS AND RECORDS.

BLANKS.

271. Requisitions for blanks for commissaries in the United States at posts, arsenals, in the field, etc., should be made on the Commissary-General; in the Philippines on the chief commissary of the division. Such requisitions should be made ordinarily for a seven months' supply for a garrisoned post, beginning June 1 and December 1. Excessive requests for blank forms in many cases indicate not alone a lack of care in the preparation of such requisitions, but also in the use and preservation of the blanks furnished. Only such quantities will be called for as the actual needs of the public service require, and officers must give their personal attention to the proper care and use of blanks furnished them.

272. Commissaries at posts are the sources of supply for all company commanders, regimental commissaries, and other persons needing subsistence blanks at posts and subposts.

273. Each commissary at a permanent post should be provided with not exceeding one blank case for the careful preservation of blanks.

274. The following is a complete list of the blank forms furnished by the Subsistence Department:

No. of form.	Name of form.
	FORMS PERTAINING TO ACCOUNTS AND RETURNS.
1	Account current:
2	Abstract of expenditures.
3	Voucher for commutation of rations in hospital.
4	Roll for personal services, commutation of rations, and liquid coffee money.
5	Certificate for commutation of rations.
6	Blank form of furlough (for making duplicate copies).
7	Voucher for purchases, or services not personal.
8	Meal tickets (25 tickets in book).
18 (supply division)	Report of open-market purchases exceeding $100.
5 (supply division)	Application for authority to advertise.
4 (supply division)	Request to newspaper to publish advertisement.
17 (supply division)	Voucher for advertising.
3a (supply division)	Voucher for job printing.
9	Account of savings purchased.
10	Liquid coffee account (with organizations).
11	Invoice of funds.
12	Abstract of subsistence stores sold.
13	Account of sales at auction or on sealed proposals.
14	Permit to purchase on credit (enlisted men).
15	Statement of credit sales to enlisted men.
16	Statement of dues from enlisted men.
17	Receipt for stores purchased on credit by officers (25 receipts in book).
18	Application to purchase for cash (officers and enlisted men).
19	Return of subsistence stores:
20	Abstract of purchases of subsistence stores, small.
21	Abstract of purchases or transfers of subsistence stores, large.
*22	Receipt for subsistence supplies (in an enemy's country).
23	Combined invoice of and receipt for stores or property.
24	Ration return (25 blanks in book).
25	Receipt roll for recruit kits issued.
26	Issue slip (25 slips in a book).
27	Ration certificates.
28	Abstract of issues.
29	Abstract of beef cattle and forage.
30	Return of subsistence property:
31	Abstract of purchases or transfers of subsistence property.
	BLANKS USED IN CONNECTION WITH PURCHASES.
32	*Specifications and conditions for subsistence stores.
33	Abstract of proposals, small.
34	Abstract of proposals, large.
35	Abstract of proposals, large, extra inside sheets.
36	Bidder's guaranty.
100 C (Q. M. G. O.)	Contractor's bond, principal not a corporation, sureties individuals.
100 D (Q. M. G. O.)	Contractor's bond, principal not a corporation, surety a corporation.
100 E (Q. M. G. O.)	Contractor's bond, principal a corporation, sureties individuals.
100 F (Q. M. G. O.)	Contractor's bond, principal a corporation, surety a corporation.
37	Contract for supplies.
38	Contract for meals for recruits (proposal and acceptance).
39	Contract for beef cattle.
	REQUISITION BLANKS.
40	Estimate of funds (chief and purchasing commissaries and recruiting officers).
41	Monthly requisition for stores and funds.
42	Requisition for subsistence property.
43	Request for exceptional articles.
44	Requisition for blanks.
*45	Requisition for subsistence supplies in an enemy's country.
	REPORTS.
46	Monthly personal report (officers of the Subsistence Department).
47	Personal report (post commissary-sergeants).
48	Price list of subsistence stores (purchasing commissaries).
49	Price list of subsistence stores at posts.
50	Statement to accompany reports of survey.
	TRANSPORT BLANKS.
51	Return of civil employees and extra duty men.
52	Daily issue of subsistence stores on transports.
53	Abstract of subsistence stores expended, etc., on transports.
54	List of passengers furnished meals on transports.
55	Paymaster's reimbursement for meals furnished officers on transports.

* Furnished only to such officers as the Commissary-General may designate.

275. The following explanations are inserted in order to show the purpose of the various blanks referred to, and the occasions when they are used. The method of their preparation is not explained, as full instructions are given on the blanks. These instructions must be carefully studied and complied with.

ACCOUNT CURRENT.

276. Form 1, Account Current, is a report of all public funds for which the commissary has been accountable during the period covered. It is supported by numerous other forms showing expenditures and receipts.

ABSTRACT OF EXPENDITURES.

277. All expenditures are abstracted on Form 2, which is, therefore, a voucher to the account current. Expenditures thus abstracted must also be covered by vouchers, which are prepared on different forms according to the nature of the expenditures. Form 3 is used when commutation of rations in hospital is paid; Form 4 for expenditures for personal services, commutation of rations, or as liquid coffee money to individuals; Form 7 for purchases or for services not personal; Form 17, supply division, for advertising; Form 3a, supply division, for job printing; Form 9, for savings purchased; Form 10, for liquid coffee money to organizations.

SUBVOUCHERS TO ABSTRACT OF EXPENDITURES.

278. When commutation of rations is paid on Form 4 to a person distant from the paying commissary, the certificate prescribed by Form 5 is filed with Form 4 as a subvoucher to the abstract of expenditures. Form 6 is used in making duplicate copies of furlough for file with Form 4 as a subvoucher when the latter form is used for paying commutation of rations on furlough. When Form 7 is used in paying for meals furnished on meal tickets, the tickets, Form 8, are filed with Form 7 as subvouchers. Open-market purchases exceeding $100 are reported on Form 18, supply division, which is used with Form 7 as a subvoucher. Forms 5 and 4, supply division, are vouchers to Form 17, supply division, voucher for advertising.

INVOICE OF FUNDS.

279. When funds are transferred from one officer to another, an invoice of funds (Form 11) is sent by the former to the latter officer. The receiving officer uses this invoice as a voucher to his account current. When the transfer is made in currency, the receiving officer receipts on Form 11 for the amount received, detaching the receipt from the form and returning it to the invoicing officer, who uses it

as a voucher to his account current. If the transfer is made by check, either to the order of the receiving officer or placing the sum to his credit in a depository, no receipt is given. The check itself when received by the Treasury Department is accepted as the voucher of the invoicing officer, who describes it on his account current by number, name of depository on which drawn, and name of payee.

ABSTRACT OF SUBSISTENCE STORES SOLD.

280. Subsistence stores sold are abstracted on Form 12 which, as it accounts for funds received, becomes a voucher to the account current of the officer; and, as it also accounts for stores disposed of, it is likewise a voucher to the return of subsistence stores. If stores have been sold on credit to enlisted men, a statement of such sales is prepared on Form 15, which is forwarded as a voucher to the abstract, and Form 16, Statement of Dues from Enlisted Men, is prepared by the commissary and furnished to commanding officers for action toward collection as contemplated by the Army Regulations. Enlisted men authorized to purchase on credit under Army Regulations are furnished by their company commanders with a permit prepared on Form 14. Officers purchasing on credit receipt to the commissary in duplicate on Form 17 for the value of the stores purchased. One copy of the receipt is filed with the commissary's retained abstract, and the other copy is forwarded by the commissary to the paymaster who pays the officer, or to the chief paymaster of the department, for collection. Names of officers purchasing on credit are entered on the abstract in the space provided for the purpose. Form 18, which contains a statement that the stores are intended for the signer's own use, is used for cash sales to officers, or enlisted men.

ACCOUNT OF SALES AT AUCTION OR ON SEALED PROPOSALS.

281. Form 13, account of sales at auction, etc., is used as a voucher to the account current (and also as a voucher to the return of subsistence stores or subsistence property) when sales are made of condemned supplies, or empty barrels, boxes, etc.

RETURNS OF SUBSISTENCE STORES AND OF SUBSISTENCE PROPERTY.

NOTE.—For general regulations concerning property accountability and responsibility, see the Army Regulations.

282. A return of subsistence stores (Form 19) is a consolidated statement of all stores for which the commissary was accountable during the period covered; and a return of subsistence property (Form 30) is a similar statement as to property. Returns of subsistence stores will ordinarily cover monthly periods and returns of subsistence property semiannual periods (ending June 30 and December 31).

Such returns will be rendered at intermediate dates when an officer closes his accounts. When officers who are notified of errors in their returns can correct them by taking up or dropping the quantity of stores or property necessary to cover the errors, they will take such action on the first return rendered after receipt of notification.

ABSTRACT OF PURCHASES OF SUBSISTENCE STORES.

283. Stores received by purchase, whether paid for or not, are, if the items are few, entered direct on the return of stores. If the items are numerous, the purchases are abstracted on Form 20 or 21, which becomes a voucher to the return. Purchase vouchers, Form 7, if for stores actually received by the accounting officer, become vouchers to the return as well as to the abstract of expenditures.

When *requisition* for supplies is made on the inhabitants of an enemy's country in time of war, the receiving officer takes up all the stores (or property) on his return, whether he pays for them or not. If he pays for them, he uses Form 7. If he does not pay for them he prepares a receipt in duplicate on Form 22, giving one to the person furnishing the stores and forwarding the other to the chief commissary for payment. On making payment the chief commissary uses Form 7 as a voucher, attaching thereto Form 22 as a subvoucher. The same forms are used for *purchases* in time of war in an enemy's country.

COMBINED INVOICE OF AND RECEIPT FOR STORES OR PROPERTY.

284. When stores or property are transferred from one commissary to another, invoices and receipts, both in duplicate, are prepared on Form 23 and sent to the receiving commissary. The receiving officer notes in red ink on the invoices the date when the supplies were received, and also notes in red ink on both invoices and receipts any discrepancy between the invoices and the quantities, descriptions, or condition of the supplies received. In case of discrepancy not noted by the receiving quartermaster, he will at once apply for a survey to ascertain the quantity and nature of the discrepancy and fix the responsibility therefor. The amount actually received is taken up by the receiving commissary on his return, who files as voucher for this amount one of the invoices with the red-ink notations, retaining the other with his papers and returning both receipts to the shipping commissary. The shipping commissary retains one of the receipts, forwarding the other to the Commissary-General for file with his returns, in substitution for quartermaster's receipts previously forwarded by him. In case of discrepancy, the returns of the receiving commissary remain unsettled in the Commissary-General's office pending the receipt of the surveying officer's report, which report should be forwarded by the receiving commissary as soon as received.

When transfers during a month have been too numerous for entry direct on the return, an abstract of transfers is prepared on Form 21 for stores or Form 31 for property, which abstract becomes a voucher to the return. Invoices of stores or property may be signed by another for the accountable officer. This is the only exception to the general rule that accountability papers must be signed by the accountable officer.

ABSTRACT OF ISSUES.

285. All issues made by a commissary are abstracted on Form 28. The issues are made on ration returns (Form 24), which ration returns are referred to on the abstract but retained by the commissary. The commanding officer ordering the issues certifies to the correctness of the abstract. When issues are made, issue slips (Form 26) are prepared by the issuing commissary in duplicate, showing articles and quantities drawn and saved. One copy, receipted by the commanding officer or commissary drawing the rations, is filed by the issuing commissary with his retained papers, the other being given to the receiving officer of the organization. If a company or detachment is detached from a command, the commissary furnishes the commanding officer with a certificate (Form 27) showing the date to which the detachment has been rationed and the amount of rations, if any, due (undrawn). Form 27 is also used in case of an incomplete issue.

ABSTRACT OF BEEF CATTLE AND FORAGE.

286. An abstract of beef cattle and forage (Form 29) is used only in the field when beef cattle are being provided. It shows the net yield of beef from cattle slaughtered, number of cattle fed, and amount of forage consumed on each day of the month, and is used as a voucher to the return of stores.

MISCELLANEOUS BLANKS.

287. The names of blanks numbered from 32 on indicate sufficiently the purpose for which they are used. The term "requisition" applied to Form 45 is used in the technical sense of a "demand" for supplies made upon the inhabitants of an invaded territory.

OFFICE RECORDS.

288. The following card or book records will be kept in the office of commissaries at posts, chief commissaries, and purchasing and depot commissaries, respectively. These are office records and will not be removed by an officer when relieved, viz:

Commissaries at posts.—A correspondence book with index, a document file, an order file, a sales book, a cash book, a commissary book, an inventory book, and such memorandum books as may be found necessary.

Chief commissaries.—Files required for the card-record system, order files, a cash book, a commissary book for each post, a survey book, and any other books or files necessary in the administration of their offices.

Purchasing and depot commissaries.—Files required for the card-record system, order files, cash book, stock book, inventory book, and any other books or files necessary in the administration of their offices.

OFFICES OF COMMISSARIES AT POSTS.

289. The correspondence book, document file, and order file are prescribed and their use explained by General Orders, No. 109, War Department, 1906.

290. The sales book will contain a complete memorandum record of stores sold, showing dates, quantities, articles, and amount of each sale, with a separate column for cash received from the sales. The total amount of cash received will be transferred daily to the cash book, in which will also be entered, as they occur, all other cash transactions, so that at the close of each day the cash book balance will show the exact amount of cash in the hands of the commissary.

291. At the close of each month the sales book will be totaled. The total of sales should agree with the total amount shown on the commissary's abstract of sales for the month, and the total of the cash column should agree with the total of sales for cash shown on the abstract.

292. On account of fractional prices, the amount of sales as figured on a commissary's abstract will be less than the amount actually received as shown by the sales book. The excess will be taken up monthly on the abstract.

293. The commissary book shows the amount of each article of stores on hand at the end of each month, and records the amounts received, shipped, gained, saved, and condemned during the month. From it the consumption of the various articles is readily figured and used as a basis for the monthly requisition.

294. In the inventory book is kept a record of the monthly inventories of stores. The balances shown by the monthly returns of the commissary should agree with the inventory amounts.

OFFICES OF CHIEF COMMISSARIES.

295. Correspondence records of chief commissaries will be kept by the card system, as prescribed by War Department orders of May 15, 1894. The commissary books for each post contain the same data as those used at the posts. The character of the survey book is described in paragraph 10 of this Manual.

OFFICES OF PURCHASING AND DEPOT COMMISSARIES.

296. The stock book prescribed for depots should be so prepared and kept as to show at the close of each day the amount on hand of the various articles of stores. Stores received at a depot for immediate shipment to fill calls on hand should not be entered in the stock book. At the close of each month proper entries of gains or losses should be made in the stock book to balance it with the amounts found to be on hand at inventory. A record of the required monthly inventories is kept in the inventory book.

CASH BOOKS.

297. Bonded officers of the Subsistence Department are required to keep individual cash books showing all of their money transactions. These cash books accompany the officers on change of station.

ARTICLE XI.

THE ORGANIZED MILITIA.

NOTE.—For a résumé of laws, regulations, and decisions affecting the organized militia, see "Regulations of the War Department Governing the Organized Militia," 1908.

IN THE SERVICE OF THE STATE.

298. Section 1661, Revised Statutes, as amended by act of June 22, 1906, appropriates $2,000,000 annually for the use of the militia of the several States and Territories and the District of Columbia, to be apportioned among them by the Secretary of War.

299. As relating to subsistence, this appropriation is available for the procurement by a State of subsistence stores or property for use of the militia and for payment for subsistence furnished enlisted men of the militia while engaged in actual field or camp service for instruction, under section 14 of the act of January 21, 1903.

300. Subsistence stores and property will be furnished to a State, under specific authority of the Secretary of War in each case, at cost price. Such cost is chargeable to the State's allotment.

301. Subsistence property furnished to a State, though charged to its allotment, remains the property of the United States and must be receipted for by the governor of the State or the commanding general of the National Guard of the District of Columbia and accounted for, over their respective signatures, annually on the 31st of December, on the blank form of "Return of subsistence property," furnished by the Subsistence Department. The return should be rendered direct to the Commissary-General.

302. The United States is not concerned with the manner in which the several States subsist their militia while in camp, the law not contemplating the issue of rations in kind by the Subsistence Department. The only limitation, so far as the United States is concerned, is that the subsistence of the militia while in camp shall not exceed the average cost of the Regular Army ration. This cost is 25 cents for the field ration and 40 cents for the travel ration.

303. Amounts expended for subsistence within the limit of cost of the Regular Army ration are chargeable to a State's allotment. Expenses for subsistence incurred in excess of 25 cents per man per day while in camp or 40 cents while traveling to and from camp must be borne by the State.

304. Accounts of the United States disbursing officer appointed by the governor of a State are forwarded monthly to the Secretary of War for administrative examination by the War Department and subsequent settlement by the accounting officer of the Treasury. The accounts are prepared on militia forms furnished by The Adjutant-General of the Army.

305. The account current includes an abstract of subsistence, on which are entered the amounts of every purchase on account of subsistence for the month. Comparing the total amount expended with the number of rations to which the various organizations were entitled enables the accounting officers to fix the charge to be made against the State's allotment.

306. The organized militia may, through the governor or adjutant-general of a State or Territory, with the approval of the Secretary of War, purchase for cash from State funds any of the supplies and publications prescribed for the Regular Army, articles thus purchased becoming the property of the State. Such sales of supplies are made at cost price with the cost of transportation added, and funds received from such sales are credited to the appropriations to which they belong and pertain to the fiscal year in which the sale was made.

IN JOINT ENCAMPMENTS, MANEUVERS, OR FIELD INSTRUCTION.

307. Under the provisions of section 15 of the act of January 21, 1903, the Secretary of War is authorized to provide for participation by the militia in encampments, maneuvers, and field instruction of the Regular Army. Any part of the militia so participating is entitled to the same subsistence as is provided by law for enlisted men of the Regular Army. The details of any such proposed joint instruction are published in general orders. Subsistence of the militia so participating is furnished from the appropriations made for the specific purpose, and the disbursements are made by officers of the

Subsistence Department. Subsistence is due for the entire period from the time such organized militia shall start from their home rendezvous to the time of their return thereto.

308. Officers of the organized militia who may be furnished under proper authority with public funds with which to purchase coffee or other components of the travel ration for the use of their respective commands are exempted by law from furnishing bonds for the safe-keeping and disbursement of the same.

309. Where officers, in case of necessity, expend moneys from their own private funds for liquid coffee for their companies while en route to maneuvers, these officers should be reimbursed for such expenditures. In this connection, see paragraph 123 of this Manual.

310. Enlisted men of the militia attending joint encampments who may be sick in hospital will be subsisted as are enlisted men of the Regular Army sick in hospital—that is, 30 cents per day will be paid to the surgeon in charge of the hospital. This amount is payable from the appropriation for the maneuvers and not from the appropriation "Subsistence of the Army."

311. In maneuver camps composed of both regular and militia forces, when the field ration is used, pay for bakers, laborers, and other civil employees of the Subsistence Department specially authorized for the maneuvers should be made from the appropriations for the subsistence of the Army and the subsistence of the militia in proportion to the strength of the regular and militia forces composing the camp.

312. Sales of subsistence stores to officers or enlisted men or company messes of organized militia participating in joint maneuvers may be made for cash at cost prices—that is, at the same prices which are charged to officers and enlisted men of the Army.—*Dec. J. A. G., August 5, 1904. O. C. G. 180566–50.*

IN THE SERVICE OF THE UNITED STATES.

313. The militia, when called into the actual service of the United States, shall, during the time of service, be entitled to the same pay and allowances as are or may be provided by law for the Regular Army.—*Section 10, Act of January 21, 1903.*

314. Under the above-quoted section, the men are entitled to subsistence at the expense of the United States from the day that any portion of the organized militia ordered into actual service of the United States appears at the place of company rendezvous.

315. Until rations in kind are available for issue, subsistence will be provided as follows:

The various locations of company rendezvous rendering it impossible to issue rations in kind economically, the commanding officer of any portion of the organized militia called into the actual service of

the United States will purchase cooked meals for his command while at the company rendezvous, and thereafter until arrival at the State camp or other place of concentration where rations in kind are available for issue. An expense not exceeding 60 cents a man a day is authorized for such meals, except for the time consumed in traveling to the State camp or other place of concentration, during which time not exceeding 75 cents a man a day is authorized. The purchase of cooked meals, as above, should be made after advertising, or, if conditions do not permit of advertising, in open market, the accounts prepared on Form 7 of the Subsistence Department (the voucher covering the travel period to show places between which, and dates when, travel was performed), certified by the officer procuring the meals, and sent to the chief commissary of the department for payment.

316. As soon as rations in kind are available for issue to militia called into the service of the United States, they will be furnished in like manner as to the Regular Army.

THE DISTRICT OF COLUMBIA NATIONAL GUARD.

317. The District of Columbia National Guard during its annual encampment, or when ordered on duty to aid the civil authorities, shall be furnished with subsistence stores of the kind, quality, and amount allowed and prescribed for the Army. Such stores shall be issued from the stores and supplies appropriated for the use of the Army, upon approval and by direction of the Secretary of War, to the commanding general of the National Guard (of the District of Columbia) upon his requisition for the same.—*Act of March 1, 1889 (25 Stat. L., p. 780, section 7), and Act of May 11, 1898 (30 Stat. L., p. 404).*

318. The cost of subsistence issues under the provisions of the above quoted act is chargeable to the appropriation " Subsistence of the Army."

319. The District of Columbia National Guard is also entitled to the benefits of other militia acts hereinbefore quoted.

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321.

ARMY RATION ISSUE AND CONVERSION TABLES (EFFECTIVE MAY 1, 1908).

THE GARRISON RATION.

[R = number of rations. U = number of units.]

Article.	Unit.	Rations to bulk.	Bulk to rations.
Beef, fresh	Pound	R+¼R=U	U−¼U=R.
Mutton, fresh	Pound	R+¼R=U	U−¼U=R.
Bacon	do	R−¼R=U	U+¼U=R.
Beef, corned	2-pound can	R+2=U	U×2=R.
Beef, roast	2-pound can	R+2=U	U×2=R.
Hash, corned beef	2-pound can	R+2=U	U×2=R.
Beef, corned	No. 2 can	R×2+3=U	U×3+2=R.
Beef, roast	No. 2 can	R×2+3=U	U×3+2=R.
Hash, corned beef	No. 2 can	R×2+3=U	U×3+2=R.
Fish, dried	Pound	R−⅛R=U	U+⅛U=R.
Fish, pickled	do	R+⅛R=U	U−⅛U=R.
Fish, canned	No. 1 can	R=U	U=R.
Chicken, dressed	Pound	R=U	U=R.
Turkey, dressed	do	R=U	U=R.
Flour	do	R+¼R=U	U−¼U=R.
Soft bread	do	R+¼R=U	U−¼U=R.
Hard bread	do	R=U	U=R.
Corn meal	do	R+¼R=U	U−¼U=R.
Baking powder	No. ½ can	R+100=U	U×100=R.
Beans, dried	Pound	(R+½R)+10=U	(U−⅓U)×10=R.
Rice	do	R+10=U	U×10=R.
Hominy	do	R+10=U	U×10=R.
Potatoes, fresh	do	R+¼R=U	U−¼U=R.
Onions, fresh	do	R+¼R=U	U−¼U=R.
Other fresh vegetables	do	R+¼R=U	U−¼U=R.
Potatoes, canned	30-ounce can	R+2=U	U×2=R.
Tomatoes	Small can	R×5+8=U	U×8+5=R
Do	No. 10 can	R×5+26=U	(U×5)+⅓U=R.
Prunes	Pound	R×8+100=U	U×100+8=R.
Apples, evaporated	Pound	R×8+100=U	U×100+8=R.
Peaches, evaporated	Pound	R×8+100=U	U×100+8=R.
Jam	No. 2 can	R×16+315=U	U×315+16=R.
Coffee, roasted and ground	Pound	R×7+100=U	U×100+7=R.
Coffee, roasted	Pound	R×7+100=U	U×100+7=R.
Coffee, green	do	(R−⅛R)+10=U	(U+⅛U)×10=R.
Tea	do	R×2+100=U	U×100+2=R.
Sugar	do	R×2+10=U	U×10+2=R.
Milk, evaporated	Family can	R+24=U	U×24=R.
Do	Hotel can	R+64=U	U×64=R.
Vinegar	Gallon	R+200=U	U×200=R.
Pickles	Gallon	R+200=U	U×200=R.
Salt	Pound	R×4+100=U	U×100+4=R.
Pepper	No. ½ can	R+100=U	U×100=R.
Cinnamon	No. ½ can	R×7+2,000=U	U×2,000+7=R.
Cloves	No. ½ can	R×7+2,000=U	U×2,000+7=R.
Ginger	No. ½ can	R×7+2,000=U	U×2,000+7=R.
Nutmeg	Pound	R×7+8,000=U	U×8,000+7=R.
Lard	do	R×4+100=U	U×100+4=R.
Do	No. 5 pail	R+104=U	U×104=R.
Butter	Pound	R+32=U	U×32=R.
Oleomargarine	Pound	R+32=U	U×32=R.
Sirup	Gallon	R+100=U	U×100=R.
Flavoring extract	2-ounce bottle	R×7+1,000=U	U×1,000+7=R.
Do	8-ounce bottle	R×7+4,000=U	U×4,000+7=R.

ALASKA.

NOTE.—The ration allowed to troops in garrison in Alaska is identical with the regular garrison ration except as to the items indicated below.

Bacon	Pound	R=U	U=R.
Pork, salt	do	R=U	U=R.
Beef, salt	do	R×11+8=U	U×8+11=R.
Potatoes, fresh	do	R+⅓R=U	U−⅓U=R.
Onions, fresh	do	R+⅓R=U	U−⅓U=R.
Other fresh vegetables	do	R+⅓R=U	U−⅓U=R.
Potatoes, canned	30-ounce can	R×6+10=U	U×10+6=R.
Tomatoes	Small can	R−⅓R=U	U+⅓U=R.
Do	No. 10 can	R×3+13=U	U×13+3=R.

Army ration issue and conversion tables—Continued.

THE FIELD RATION.

Article.	Unit.	Rations to bulk.	Bulk to rations.
Beef, fresh	Pound	R+$\frac{1}{4}$ R=U	U−$\frac{1}{5}$ U=R.
Mutton, fresh	Pound	R+$\frac{1}{4}$ R=U	U−$\frac{1}{5}$ U=R.
Bacon	do	R−$\frac{1}{4}$ R=U	U+$\frac{1}{3}$ U=R.
Beef, corned	2-pound can	R+2=U	U×2=R.
Beef, roast	2-pound can	R+2=U	U×2=R.
Hash, corned beef	2-pound can	R+2=U	U×2=R.
Beef, corned	No. 2 can	R×2+3=U	U×3+2=R.
Beef, roast	No. 2 can	R×2+3=U	U×3+2=R.
Hash, corned beef	No. 2 can	R×2+3=U	U×3+2=R.
Flour	Pound	R+$\frac{1}{3}$ R=U	U−$\frac{1}{4}$ U=R.
Soft bread	Pound	R+$\frac{1}{3}$ R=U	U−$\frac{1}{4}$ U=R.
Hard bread	do	R=U	U=R.
Baking powder	No. $\frac{1}{2}$ can	R×8+100=U	U×100+8=R.
Yeast	Pound	R+400=U	U×400=R.
Beans	do	(R+$\frac{1}{2}$ R)+10=U	(U−$\frac{1}{3}$ U)×10=R.
Rice	do	R+10=U	U×10=R.
Potatoes, fresh	do	R=U	U=R.
Onions, fresh	do	R=U	U=R.
Potatoes, canned	30-ounce can	R×4+10=U	U×10+4=R.
Tomatoes	Small can	R+2=U	U×2=R.
Do	No. 10 can	R×2+13=U	U×13+2=R.
Jam	No. 2 can	R+18=U	U×18=R.
Coffee, roasted and ground	Pound	R×7+100=U	U×100+7=R.
Tea	do	R×2+100=U	U×100+2=R.
Sugar	do	R×2+10=U	U×10+2=R.
Milk, evaporated	Family can	R+24=U	U×24=R.
Do	Hotel can	R+64=U	U×64=R.
Vinegar	Gallon	R+200=U	U×200=R.
Pickles	Gallon	R+200=U	U×200=R.
Salt	Pound	R×4+100=U	U×100+4=R.
Pepper	No. $\frac{1}{4}$ can	R+100=U	U×100=R.

THE HAVERSACK RATION.

Article.	Unit.	Rations to bulk.	Bulk to rations.
Bacon	Pound	R−$\frac{1}{4}$ R=U	U+$\frac{1}{3}$ U=R.
Hard bread	do	R=U	U=R.
Coffee, roasted and ground	do	R×7+100=U	U×100+7=R.
Sugar	do	(R+$\frac{1}{2}$ R)+10=U	(U−$\frac{1}{3}$ U)×10=R.
Salt	do	R+100=U	U×100=R.
Pepper	No. $\frac{1}{4}$ can	R+200=U	U×200=R.

THE TRAVEL RATION.

Article.	Unit.	Rations to bulk.	Bulk to rations.
Soft bread	Pound	R+$\frac{1}{3}$ R=U	U−$\frac{1}{4}$ U=R.
Hard bread	do	R=U	U=R.
Beef, corned	2-pound can	R×3+8=U	U×8+3=R.
Do	No. 2 can	R+2=U	U×2=R.
Hash, corned beef	2-pound can	R×3+8=U	U×8+3=R.
Do	No. 2 can	R+2=U	U×2=R.
Beans, baked	No 1 can	R×4+10=U	U×10+4=R
Do	No. 3 can	R+8=U	U×8=R.
Tomatoes	Small can	R+4=U	U×4=R.
Do	No. 10 can	R+13=U	U×13=R.
Jam	No. 2 can	R+18=U	U×18=R.
Coffee, roasted and ground	Pound	R×7+100=U	U×100+7=R.
Sugar	do	(R+$\frac{1}{2}$ R)+10=U	(U−$\frac{1}{3}$ U)×10=R.
Milk, evaporated	Family can	R+24=U	U×24=R.
Do	Hotel can	R+64=U	U×64=R.

THE FILIPINO RATION.

Article.	Unit.	Rations to bulk.	Bulk to rations.
Beef, fresh	Pound	R−$\frac{1}{4}$ R=U	U+$\frac{1}{3}$ U=R.
Bacon	do	R+2=U	U×2=R.
Beef, corned	2-pound can	R+4=U	U×4=R.
Beef, roast	do	R+4=U	U×4=R.
Beef, corned	No. 2 can	R+3=U	U×3=R.
Beef, roast	do	R+3=U	U×3=R.
Fish, canned	No. 1 can	R−$\frac{1}{4}$ R=U	U+$\frac{1}{3}$ U=R.
Fish, fresh	Pound	R−$\frac{1}{4}$ R=U	U+$\frac{1}{3}$ U=R.
Flour	do	R+2=U	U×2=R.
Hard bread	do	R+2=U	U×2=R.
Baking powder	No. $\frac{1}{2}$ can	R×4+100=U	U×100+4=R.
Rice	Pound	R+$\frac{1}{4}$ R=U	U−$\frac{1}{5}$ U=R.
Potatoes	do	R+2=U	U×2=R.
Onions	do	R+2=U	U×2=R.
Coffee, roasted and ground	do	R+16=U	U×16=R.
Sugar	do	R+8=U	U×8=R.
Vinegar	Gallon	R+400=U	U×400=R.
Salt	Pound	R×4+100=U	U×100+4=R.
Pepper	No. $\frac{1}{4}$ can	R+200=U	U×200=R.

322.

TABLE SHOWING NUMBER OF PACKAGES, APPROXIMATE GROSS WEIGHT AND CUBICAL CONTENTS OF 10,000 FIELD RATIONS OF EACH ARTICLE.

Article.	Inner package.	Outer package.	Quantity.	No. of packages.	Gross weight.	Cubic feet.
					Pounds.	
Bacon, issue		Crate	7,500 lbs	75	9,375	263.0
Do	12-lb. cans	Case, 6	do	104⅙	10,520	253.0
Do	½-lb. cans	Case, 48	do	208⅓	13,960	383.0
Beef, corned	2-lb. cans	Case, 24	5,000 cans	208⅓	15,000	334.0
Beef, roast	do	do	do	208⅓	15,625	388.0
Hash, corned beef	do	do	do	208⅓	15,625	398.0
Flour	Sack	Sack, 1	11,250 lbs	112½	11,365	239.0
Do	50-lb. can	Case, 1	do	225	14,175	355.0
Hard bread	25-lb. can	Case, 2	10,000 lbs	200	13,000	658.0
Do		Case	do	200	13,000	576.0
Baking powder	No. ½ can	Case, 24	800 cans	33⅓	670	18.0
Yeast	5-oz. cans	do	25 lbs	3⅓	50	2.0
Beans	Sack	Sack, 1	1,500 lbs	15	1,515	30.0
Rice	do	do	1,000 lbs	10	1,010	24.0
Potatoes		Sack	10,000 lbs	100	10,100	292.0
Onions		do	do	100	10,100	292.0
Tomatoes	Small cans	Case, 24	5,000 cans	208⅓	16,458	385.0
Jam, blackberry	No. 2 cans	do	556 cans	23⅙	1,367	27.0
Coffee, roasted and ground.	25-lb. cans	Case, 2	700 lbs	14	1,190	40.0
Sugar	Sack	Sack, 1	2,000 lbs	20	2,020	31.0
Milk, evaporated	Family cans	Case, 48	417 cans	8⅓	467	11.0
Vinegar		Barrel	50 gals	1	508	12.0
Do		10-gals. keg	do	5	500	14.0
Pickles		do	do	5	530	13.0
Salt	Sack	Sack, 1	400 lbs	4	404	5.0
Pepper	No ½ cans	Case, 100	25 lbs	1	46	1.3
Emergency rations	1-R. cans	Case, 50	10,000 cans	200	16,000	373.0

323.

CAPACITY OF BOX CARS.

Table showing approximately the capacity in packages and rations of the three standard classes of box cars, each 36 feet by 8 feet 6 inches by 8 feet.

Article.	Package.	Capacity of cars.					
		80,000 pounds.		60,000 pounds.		40,000 pounds.	
		Packages.	Rations.	Packages.	Rations.	Packages.	Rations.
Bacon:							
100-pound	Crate	600	80,000	519	69,200	345	46,000
½-pound cans	Case, 48	1,330	63,840	1,000	48,000	665	31,920
12-pound cans	Case, 6	790	75,840	640	61,440	427	40,992
Beef:							
Corned, 2-pound cans	Case, 24	1,600	[a]76,800	1,200	[a]57,600	800	[a]38,400
Roast, 2-pound cans	do	1,260	[a]60,480	970	[a]46,560	645	[a]30,960
Fish, salmon, No. 1 cans	Case, 48	1,250	60,000	940	45,120	625	30,000
Flour:							
196-pound	Barrel	240	41,813	240	41,813	200	34,845
98-pound	Sack	860	74,916	645	56,187	430	37,458
50-pound cans	Case, 1	1,250	55,556	940	41,778	625	27,778
Hard bread:							
25-pound cans	Case, 2	756	37,800	756	37,800	530	26,500
50-pound	Case	648	32,400	648	32,400	648	32,400
Corn meal, 100-pound	Sack	860	68,800	645	51,600	430	34,400
Beans, 100-pound	do	860	573,333	645	430,000	430	286,666
Beans, baked:							
No. 1 cans	Case, 48	1,790	214,800	1,340	160,800	895	107,400
No. 3 cans	Case, 24	1,250	240,000	940	180,480	625	120,000
Rice, 100-pound	Sack	860	860,000	645	645,000	430	430,000
Potatoes:							
100-pound	do	300	[b]30,000	300	[b]30,000	300	[b]30,000
170-pound	Barrel	295	[b]50,150	295	[b]50,150	245	[b]41,650
Onions:							
100-pound	Sack	300	[b]30,000	300	[b]30,000	300	[b]30,000
150-pound	Barrel	375	[b]56,250	375	[b]56,250	270	[b]40,500
Tomatoes, No. 3 cans	Case, 24	1,250	[b]67,500	940	[b]50,760	625	[b]33,750

[a] Garrison or field rations. [b] Field rations.

Table showing approximately the capacity in packages and rations of the three standard classes of box cars, etc.—Continued.

Article.	Package.	Capacity of cars.					
		80,000 pounds.		60,000 pounds.		40,000 pounds.	
		Packages.	Rations.	Packages.	Rations.	Packages.	Rations.
Prunes, 50-pound	Case	1,570	981,250	1,176	735,000	785	490,625
Apples, evaporated, 50-pound	do	1,510	943,750	1,115	696,875	755	471,875
Peaches, evaporated, 50-pound	do	1,570	981,250	1,176	735,000	785	490,625
Jam, blackberry, No. 2 cans	Case, 24	1,760	[a] 760,320	1,320	[a] 570,240	880	[a] 380,160
Coffee, issue:							
Green, 132-pound	Sack	500	754,285	500	754,285	330	497,829
Roasted and ground, 25-cans	Case, 2	960	685,714	795	567,857	530	378,571
Sugar, 100-pound	Sack	860	430,000	645	322,500	430	215,000
Milk, evaporated, family cans	Case, 48	1,466	1,688,832	1,098	1,264,896	733	844,416
Vinegar, 50-gallon	Barrel	146	1,460,000	110	1,100,000	73	730,000
Pickles, 16-gallon	½ barrel	570	912,000	426	681,600	285	456,000
Salt, issue, 100-pound	Sack	860	2,150,000	645	1,612,500	430	1,075,000
Pepper, No. ¼ cans	Case, 100	1,900	19,000,000	1,425	14,250,000	950	9,500,000
Emergency rations	Case, 50	1,128	56,400	846	42,300	564	28,200
Soap, issue, 60-pound	Case	1,290		970		645	
Candles, issue, 40-pound	do	1,655		1,375		915	
Matches, safety, 5-gross	do	1,080		1,080		1,080	
Paper, toilet, packages	Case, 100	450		450		440	
Tobacco:							
Chewing, 28-pound	Butt	2,588		1,940		1,294	
Smoking, 1-ounce bags	Case, 400	1,008		1,008		1,008	

[a] Field rations.

324.

CAPACITY OF ESCORT WAGON.

Table showing number of field rations of various articles that can be conveniently loaded and transported in the standard four-mule escort wagon.

Article.	Inner packages.	Outer package.	No. of packages.	Gross weight.	No. of rations.
				Pounds.	
Bacon		Crate	20	2,500	2,667
Do	12-pound can	Case, 6	25	2,525	2,400
Beef, corned	2-pound can	Case, 24	35	2,520	1,680
Hash, corned-beef	do	do	33	2,475	1,584
Flour	Sack	Sack, 1	25	2,500	2,178
Hard bread	25-pound can	Case, 2	26	1,690	1,300
Beans	Sack	Sack, 1	25	2,525	16,667
Rice	do	do	25	2,525	25,000
Potatoes	do	do	25	2,525	2,500
Onions	do	do	25	2,525	2,500
Tomatoes	Small can	Case, 24	36	2,484	1,728
Jam	No. 2 can	do	42	2,478	18,144
Coffee	25-pound can	Case, 2	29	2,465	20,714
Sugar	Sack	Sack, 1	25	2,525	12,500
Milk, evaporated	Family can	Case, 48	46	2,475	52,992
Vinegar		½ barrel	10	2,450	52,000
Pickles		10-gallon keg	26	2,496	52,000
Salt	Sack	Sack, 1	25	2,525	62,500
Pepper	No. ¼ can	Case, 100	52	2,392	520,000

NOTE.—The wagon will carry under average conditions 700 complete field rations, including fresh vegetables, or 1,000 haversack rations.

325.

ARTICLES FOR SALES.

GENERAL ORDERS, No. 54. WAR DEPARTMENT, *Washington, April 11, 1908.*

I. General Orders, No. 20, War Department, January 28, 1907, is rescinded, to take effect May 1, 1908.

II. The following list of subsistence stores, authorized to be kept for sale to officers and enlisted men on and after May 1, 1908, under the provisions of paragraph 1205, Army Regulations, is published for the information of all concerned:

1. RATION ARTICLES.

Articles.	Units.	Articles.	Units.
Beef, fresh	Pound.	Prunes	Pound.
Mutton, fresh	Do.	Apples, evaporated	Do.
Bacon:		Peaches, evaporated	Do.
In crates	Do.	Jam, blackberry	No. 2 can.
12-lb. cans	Do.	Coffee, issue:	
½-lb. cans	Do.	Roasted and ground	Pound.
Pork, salt [a]	Do.	Roasted	Do.
Beef:		Green	Do.
Salt [a]	Do.	Tea, black:	
Corned	2-pound can.	English breakfast	Do.
Fresh, roast	Do.	Oolong	Do.
Hash, corned beef	Do.	Tea, green:	
Fish:		Gunpowder	Do.
Dried, cod	Pound.	Japan	Do.
Pickled, mackerel	Do.	Young Hyson	Do.
Canned, salmon	No. 1 can.	Sugar, granulated	Do.
Flour, issue	Pound.	Milk, evaporated	Family can.
Hard bread	Do.	Do	Hotel can.
Corn meal:		Vinegar	Gallon.
White	Do.	Pickles, cucumber	Do.
Yellow	Do.	Salt, issue	Pound.
Baking powder	No. ½ can.	Pepper, black	No. ½ can.
Yeast:		Cinnamon	Do.
Dried	Pound.	Cloves	Do.
Compressed	Do.	Ginger	Do.
Beans	Do.	Nutmegs	Pound.
Beans, baked	No. 1 can.	Lard, issue:	
Do	No. 3 can.	In cans	Do.
Rice	Pound.	In pails	No. 5 pail.
Hominy:		In kegs	Pound.
Coarse	Do.	Butter, issue	Do.
Fine	No. 2 carton.	Oleomargarine	Do.
Fine, in cans	Pound.	Sirup, cane	Gallon.
Potatoes:		Flavoring extract:	
Fresh	Do.	Lemon	2-ounce bottle.
Canned	30-ounce can.	Do	8-ounce bottle.
Onions, fresh	Pound.	Vanilla	2-ounce bottle.
Tomatoes	Small can.	Do	8-ounce bottle.
Do	No. 10 can.	Emergency rations	Number.

2. ISSUE ARTICLES OTHER THAN RATION ARTICLES.

Soap, issue	Pound.	Paper, toilet	Package.
Candles	Do.	Do	Roll.
Lantern	Do.	Salt, rock	Pound.
Matches, safety	Box.	Towels, huckaback	Number.

3. OTHER THAN ISSUE ARTICLES.

Almonds [a]	Pound.	Beans:	
Ammonia [a]	Bottle.	Lima [a]	Can.
Apple butter [b]	Crock.	Stringless	Do.
Apples	Small can.	Beef extract [b]	Jar.
Do	No. 10 can.	Beef, sliced	Can.
Apricots	Can.	Blanco:	
Asparagus [b]	Do.	Khaki	Box.
Bacon, breakfast	Pound.	White	Do.
Do	No. 1 can.	Bluing:	
Do	5-pound can.	Ball	Do.
Basins, hand	Number.	Powdered	Do.

[a] In Alaska only. [b] In Alaska and at over-sea stations only.

3. OTHER THAN ISSUE ARTICLES—Continued.

Articles.	Units.
Borax	Carton.
Brooms, whisk	Number.
Brushes:	
Button [a]	Do.
Gun [a]	Do.
Hair	Do.
Nail [b]	Do.
Shaving	Do.
Shoe	Do.
Tooth	Do.
Butter:	
Sales, in bulk	Pound.
Sales, prints	Do.
Sales	2-pound jar.
Do	No. 3 can.
Do	No. 1 can.
Buttons:	
Bone, large [b]	Number.
Bone, small [b]	Do.
Collar [b]	Do.
Button sticks [a]	Do.
Cabbage [b]	Can.
Candy:	
Chocolate [b]	Do.
Lemon drops [b]	Do.
Stick [b]	Do.
Can openers	Number.
Cards, playing [c]	Pack.
Chamois skins [b]	Number.
Cheese:	
Edam	Do.
Full cream	Pound.
Do	No. 1 can.
Cherries [b]	Can.
Chicken, boneless [c]	Do.
Chocolate:	
Plain	Package.
Vanilla	Do.
Cigarette papers [c]	Book.
Cigars	1/10 box.
Do	1/25 box.
Do	1/50 box.
Citron [c]	Pound.
Clam juice	Can.
Clotheslines	Foot.
Clothespins	Number.
Cocoa, breakfast	Can.
Coffee, green:	
Arabian	Pound.
Sumatra	Do.
Coffee, roasted:	
Arabian	2-pound can.
Sumatra	Do.
Coffee, roasted and ground	Do.
Combs:	
Medium	Number.
Pocket [b]	Do.
Corn, sweet	Can.
Crabs, deviled	Do.
Crackers, ginger	Carton.
Do	Can.
Crackers, graham	Carton.
Do	Can.
Crackers, soda	Carton.
Do	Can.
Crackers, water	Carton.
Do	Can.
Currants [b]	Do.
Eggs, desiccated [c]	Do.
Electro-silicon	Box.
Envelopes, letter	Number.
Farina	Package.
Do	Can.
Flour:	
Buckwheat [c]	Pound.
Family	Do
Graham [c]	Do.
Gelatin	Packet.
Ginger ale [d]	Bottle.
Ham:	
Deviled	Can.
Dry cure	Pound.
Sugar cured	Do.

Articles.	Units.
Handkerchiefs, linen	Number.
Herring [c]	Jar or can.
Hominy, lye	Can.
Hops	Package.
Horse-radish [c]	Bottle.
Housewife	Number.
Ink:	
Black	Bottle.
Indelible	Do.
Jam, assorted [b]	Can.
Jelly, currant	Do.
Knives, pocket [c]	Number.
Lard, sales	5-pound can.
Do	No. 5 pail.
Listerine	Bottle.
Lobster [b]	Can.
Lye [b]	Do.
Macaroni	Package.
Metal polish:	
Paste	Can.
Powder	Box.
Milk:	
Condensed, sweetened	Can.
Condensed, unsweetened [e]	Do.
Malted	Bottle.
Mince-meat [c]	Can or crock.
Mirrors [c]	Number.
Molasses	Gallon.
Mugs, shaving	Number.
Mushrooms	Can.
Mustard:	
Ground	Do
Prepared	Bottle.
Needles [b]	Paper.
Oatmeal:	
In bulk	Pound.
In cans	Can.
In cartons	Carton.
Oilcloth [c]	Yard.
Oil, olive	Bottle.
Do	Can.
Olives	Pint bottle.
Do	Quart bottle.
Oysters	No. 1 can.
Do	No. 2 can.
Paper, letter	Quire.
Peaches	Can.
Pears	Do.
Peas, green	Do.
Pencils, lead	Number.
Penholders [b]	Do.
Pens, steel: [b]	
Coarse	Do.
Fine	Do.
Stub	Do.
Pepper:	
Cayenne	Bottle.
Chili colorado	Can.
Pickles, chowchow	Pint jar.
Do	Quart jar.
Pickles, gherkins	Pint jar.
Do	Quart jar.
Pickles, mixed	Pint jar.
Do	Quart jar.
Pineapples	Can.
Pins	Pyramid.
Pipes	Number.
Plum pudding [b]	Can.
Polish, shoe:	
Black, combination	Carton.
Black, paste	Box.
Russet, combination	Carton.
Russet, paste	Box.
Potatoes, sweet	Can.
Preserves:	
Cherry [c]	Can or jar.
Damson	Do.
Orange [c]	Do.
Quince [c]	Do.
Raspberry [b]	Can.
Strawberry [b]	Do
Pumpkin [b]	Do.
Raisins [b]	Do.

[a] At recruiting depots only.
[b] In Alaska and at over-sea stations only.
[c] In Alaska only.
[d] At over-sea stations only.
[e] In the Philippine Islands only.

3. OTHER THAN ISSUE ARTICLES.

Articles.	Units.	Articles.	Units.
Razors [a]	Number.	Squash [a]	Do.
Razor strops	Do.	Starch:	
Recruit toilet kits	Do.	Corn	Package.
Sago [b]	Pound.	Laundry	Do.
Salt, table	Bag.	Sugar:	
Do	Box.	Cut loaf	Pound.
Do. [c]	Bottle.	Powdered	Do.
Sardines	Can.	Tablets, letter [a]	Number.
Sauce:		Talcum powder	Can.
Chili [b]	Bottle.	Tapioca	Package.
Cranberry	Can.	Do	Can.
Tomato catsup	Bottle.	Thread, cotton: [a]	
Worcestershire	Do.	Black	Spool.
Sausage:		Khaki	Do.
Pork	Can:	White	Do.
Vienna style	Do.	Thread, linen: [a]	
Shoestrings, linen:		Black	Do.
Black, long	Pair.	White	Do.
Black, short	Do.	Thread, silk, black [a]	Do.
Tan, long	Do.	Tobacco:	
Tan, short	Do.	Chewing	Pound.
Shrimp	Can.	Smoking	1-ounce bag.
Sirup, maple	Do.	Do	Package.
Soap:		Toilet water [c]	Bottle.
Laundry	Cake.	Tongue, beef	Can.
Scouring	Do.	Tooth powder	Do.
Shaving	Do.	Do	Bottle.
Toilet, glycerine	Do.	Towels, bath	Number.
Toilet, oatmeal	Do.	Toweling	Yard.
Toilet, standard brand	Do.	Tripoli powder [d]	Package.
Soup:		Turkey, boneless [b]	Can.
Beef	Can.	Turnips [b]	Do.
Chicken	Do.	Walnuts [b]	Pound.
Clam chowder	Do.	Water, effervescent [c]	Pint bottle.
Mock turtle	Do.	Do. [c]	½-pint bottle.
Ox tail	Do.	Wheat, rolled [a]	Can.
Spinach	Do.	Witch hazel [a]	Bottle.

[a] In Alaska and at over-sea stations only.
[b] In Alaska only.
[c] At over-sea stations only.
[d] At recruiting depots only.

By order of the Acting Secretary of War:

J. FRANKLIN BELL,
Major-General, Chief of Staff.

Official:
HENRY P. MCCAIN,
Adjutant-General.

326.

INSTRUCTIONS FOR THE GUIDANCE OF PURCHASING OFFICERS.

GENERAL ORDERS, No. 167.

WAR DEPARTMENT,
Washington, October 10, 1905.

The following is published to the Army for the information and guidance of all concerned:

WAR DEPARTMENT,
Orders:] *Washington, October 6, 1905.*

With a view to a thorough enforcement of the laws which require that all supplies for the Army shall be purchased "where the same can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered," and that "such contracts shall be made with the lowest responsible bidders," the following instructions are published for the information and guidance of officers charged with the procurement of supplies for the several branches of the military establishment, and strict compliance therewith is enjoined, viz:

1. Advertisements for supplies should contain the instruction to bidders, who are not manufacturers of the goods called for, to submit the name of the manufacturer from whom such goods are to be obtained, unless it be manifestly impracticable to furnish this information.

2. Lack of commercial standing on the part of the bidder or inadequate facilities or plant on the part of the manufacturer will constitute good and sufficient grounds for the rejection of bids. Abnormally low bids should be subjected to the strictest scrutiny and comparison with prevailing market rates.

3. All bids received from contractors who have failed unjustifiably to fill former contracts with the Government shall be rejected.

4. Careful investigation will be made of the financial status of individual bondsmen offering themselves as sureties on contractor's bonds, and no bonds of individuals will be accepted until it is conclusively shown to the satisfaction of the contracting officer that such bonds afford ample security to the United States for the fulfillment of the undertaking in question.

5. Contracts once executed will be strictly construed and no variation from standards or specifications will be permitted or authorized. If it be demonstrated that contract requirements are unreasonable, or that the prescribed tests are not practical, or that for any reason the stipulations can not be rigidly applied or enforced, such contract must not be modified, but may be annulled with the approval of the Secretary of War, if for the best interests of the Government; and after again inviting competition from bidders, who are fully informed of the changed requirements, a new award and contract can be entered into. To sanction variations or to relax stringency in any particular of an existing contract is irregular, and is likely to give the contractor an advantage which is unfair to competitors whose proposals were based on the expectation of being held to the strictest observance of the published requirements.

6. Raw material used by manufacturers in furnishing finished products will be as frequently inspected as the interests of the Government may require by inspectors especially qualified for such work, subject to frequent personal supervision by a commissioned officer.

7. All supplies furnished under contract or otherwise will be subjected, whenever practicable, to the personal inspection of a commissioned officer at the time of delivery; otherwise such inspections will be made by civilian inspectors under his personal supervision subject to test and verification at irregular intervals and at unexpected times by such officer.

8. Commissioned officers charged with such inspections and with the supervision of civilian inspectors must qualify themselves by study, observation, and practice for such supervision as shall effectively protect the Government interests.

WM. H. TAFT,
Secretary of War.

By order of the Acting Secretary of War:
J. C. BATES,
Major General, Acting Chief of Staff.

327.

ADVERTISEMENT AND PROPOSAL FOR SUBSISTENCE STORES.

ADVERTISEMENT.

Office_____
Date_____

Sealed proposals in duplicate for furnishing and delivering on or before _____ 19____, subsistence stores as below, in accordance with specifications and conditions set forth in Circular No. ____, War Department, Office of the Commissary-General, Washington, D. C., _____ 19____, will be received at this office until ____ o'clock, _____, 19____, and then opened.

_____
_____ *Commissary.*

PROPOSAL.

Place of business_____

Date_____

The _____ Commissary, U. S. Army.

_____

_____

SIR: The undersigned propose and agree to furnish subsistence stores as below in accordance with the above advertisement:

Signature _____

By _____

(State capacity.)

Quantities required.	Units.	Articles.	Serial No.— Cir.—, O. C. G.	Entries in these columns to be made by bidder.		
				Cents per unit.	Marks on samples.	Remarks.

328.

SPECIFICATIONS AND CONDITIONS FOR SUBSISTENCE STORES, UNITED STATES ARMY, MARCH, 1908.

Circular No. 4.]

WAR DEPARTMENT,
OFFICE OF THE COMMISSARY-GENERAL,
Washington, March 27, 1908.

Circular No. 3, War Department, Office of the Commissary-General, Washington, February 12, 1907, is hereby revoked.

The following standard specifications and conditions will hereafter govern in the purchase of subsistence stores, except where it is shown that the interests of the Government demand different or additional specifications and conditions.

Advertisements for proposals by circular or otherwise will not ordinarily include specifications and conditions, but, in lieu thereof, a reference to the specifications and conditions prescribed in this Circular and its amendments, if any.

A copy of this Circular will not be filed with vouchers, but reference will be made thereto.

HENRY G. SHARPE,
Commissary-General.

Form No. 32, W. D. O. C. G. (206974), authorized March 17, 1908.

SPECIFICATIONS.

RATION ARTICLES.

1. BEEF, fresh: To be good in quality and condition, fit for immediate use, and from fore and hind quarter meat proportionally, including all the best cuts; no carcass to weigh less than 500 pounds when trimmed; necks to be cut off perpendicularly to the line of the vertebræ, leaving but three cervical vertebræ on the carcass; the shanks of fore quarters to be cut off at the kneejoint and of hind quarters at the hock joint (commercial cut), and, to compensate for the shank bone thus allowed to remain, 2½ pounds will be deducted from the weight

of each fore quarter and 3½ pounds from each hind quarter; difference in weight between fore and hind quarters not to exceed 20 pounds. Necks, kidney fat, beef from bulls and stags, and from females (except from spayed heifers) will be excluded from delivery.

2. BEEF, fresh, frozen: Same as beef, fresh (1), each quarter of frozen fresh beef to be sewed up in strong unsized muslin and wrapped in burlap. The beef must be from recently slaughtered animals and be frozen solid before delivery. The latter will be determined by sawing through the thickest part and attempting to insert a knife blade; if the knife blade penetrates, the quarters will be rejected.

3. MUTTON, fresh: To be of a good, fat, and marketable quality, from wethers over one and under three years old; the carcasses to be trimmed with the heads cut off at the first vertebral joint, the shanks of fore quarters at the kneejoint, and of hind quarters at the hock joint; the average weight of the dressed carcass of mutton to be about 50 pounds.

4. MUTTON, fresh, frozen: Same as mutton, fresh (3), each carcass of frozen fresh mutton to be sewed up in strong unsized muslin and wrapped in burlap. The mutton must be from recently slaughtered animals and be frozen solid before delivery. This will be determined by sawing through the thickest part and attempting to insert a knife blade; if the knife blade penetrates, the carcass will be rejected.

5. BACON, issue: No belly to weigh less than 10 nor more than 20 pounds when laid down green; dry cure; square cut; well trimmed; seedless; from prime hogs; sweet and sound; a good streak of lean in each piece; not more than 3 inches thick at shoulder end; well cured; allowed to dry out while hanging for at least one day before being subjected to smoke, then thoroughly smoked in dry smoke from hickory or rock-maple wood, preferably hickory wood (not from sawdust), for at least eight days, and after being smoked to hang until cool before being packed.

The meat to be acceptable must be laid down and cured with a mixture of dry salt 90 per cent, dry sugar 8½ per cent, and saltpetre 1½ per cent, and be in process of cure for twenty days, or such additional time as may be necessary to thoroughly cure it, during which time it must be overhauled and re-covered with the mixture once (about the seventh day). While in cure it must be piled in rectangular piles not to exceed 4½ feet high, with alleyways around the piles wide enough to permit inspection, and piles raised off the floor to admit of perfect drainage. After being cured, the meat, before being hung, to be freed from all loose salt by a thorough brushing with a dry brush. Bacon must be dry and free from all loose salt when packed. No soaking, dipping, or washing will be permitted.

Each piece must be wrapped in two sheets of paraffin paper with one piece of heavy absorbent paper between, the inside sheet to be wrapped first about the piece and then the other two together to be wrapped about it, and tied; the bacon to be packed in crates containing about 100 pounds net each. The meat to be subject to inspection in addition to that prescribed pursuant to law by the Secretary of Agriculture, at the time it is laid down green, and at any time thereafter until final acceptance by the purchasing officer. To the end that the purchasing officer may know when to make certain inspections the contractors shall advise him one day beforehand as to the following:

(1) Date when the meat will be put in cure.
(2) Date of overhauling.
(3) Date when the meat will be placed in smoke.
(4) Date when the meat will be removed from smoke.
(5) Date of packing.

6. BACON, issue: Same as (5) except as to method of wrapping, which shall be as follows:

Each piece to be wrapped in paper the same as in (5), then to be closely covered with good quality sheeting (not more than 4 yards to the pound) the sheeting to be sewed.

7. BACON, issue, 12-pound cans: Same as (5) except as to the packing, which shall be as follows:

To be put up in key-opening rectangular cans (vacuum process), no paper labels, about 12 inches high, 7⅛ inches wide, and 5 inches thick, containing 12 pounds net weight each, in cases of 6 cans each; the cans to be thoroughly washed and cleaned before being packed; two or at most three pieces of bacon of about equal weight—no scraps—to be put in each can; horizontal incisions, cutting between the face of bacon and skin, shall not be permitted. The contents of each can shall be wrapped in paraffin paper. The name and location of packer, month and year of packing, net weight, and in lieu of trade label (Authority Secretary of Agriculture), the true name of product, number of establishments, and "U. S. Inspd. & Psd." shall be stamped into the cap of each can, thus:

Brown & Co.,
Chicago
2–08
12-lbs. Net Bacon
237
U. S. Inspd. & Psd.

The bacon after being packed shall be subject to inspection in the can at the rate of one can in each tenth case.

8. BACON, issue, ¾-pound cans: Same as "Bacon, 12-pound cans" (7), except as follows:

To be put up in flat, rectangular, key-opening cans (vacuum process) containing ¾ pound net each, 48 cans to case. As far as practicable but one piece shall be put in each can and not more than two pieces will be allowed.

9. PORK, salt: Clear back pork, new, 50 to 60 to barrel. (Alaska.)

10. BEEF, salt: Mess, extra, in barrels. (Alaska.)

11. BEEF, corned: To be machine packed, in 2-pound net key-opening cans, 24 to case. The meat to be brisket, chuck, and plate (no flank) pieces in equal proportions; cut from young cattle in good condition; well trimmed; skinny and connective tissues removed; free from blood clots, gristle, bone, and excessive fat; all soft fat removed. Cans shall contain not more than one ounce of clear jelly made from soup stock and soup bones and when opened for inspection must not show excessive liquor; the cans to be thoroughly washed and cleaned before being packed, and to be stamped as in (7).

The meat must be cut and cured after the date of award, and shall be subject to inspection, in addition to that prescribed pursuant to law, on the carcass and at any time thereafter until finally accepted by the purchasing officer. After being packed the product shall be subject to inspection in the can at the rate of one can in each tenth case.

12. BEEF, fresh, roast: To be machine packed, 2 pieces to can, in 2-pound net key-opening cans, 24 to case; each can to have not more than ½ ounce of salt and 1 ounce of clear jelly made from soup stock and soup bones. The meat shall be subject to inspection on the carcass and at any time thereafter until finally accepted by the purchasing officer, the other conditions under (11) to be complied with.

13. HASH, corned beef: To be packed in 2-pound net key-opening cans, 24 to case; the hash to consist of 50 per cent vegetables (potatoes and onions) and 50

per cent corned beef, suitably prepared and seasoned with pepper and salt; the vegetables shall be subject to inspection before being cut up, and the beef when taken from the vats; the other conditions under (11) to be complied with.

14. FISH, dried, cod: Boneless, summer-cured, in 5-pound boxes, in cases.

15. FISH, dried, cod: Boneless, summer-cured, in 2-pound bricks, in cases.

16. FISH, dried, cod: Boneless, summer-cured, in 1-pound bricks, in cases.

17. FISH, dried, cod: Middles, 40-pound net cans, lined with paraffin paper; cans to have extra protected corners, in cases.

18. FISH, pickled, mackerel: About two pounds each, fat, messed, in 10-pound kits or pails.

19. FISH, pickled, mackerel: About two pounds each, fat, messed, in 5-pound net cans, 6 to case.

20. FISH, canned, salmon: Red Alaskan, Puget Sound, or Columbia River; No. 1 cans, 48 to case.

21. CHICKEN, fresh: Roasters, young and fat, dry picked, undrawn, feet, head, and wings not removed; weighing from 36 to 42 pounds per dozen. Packed in cases of one dozen chickens or packed in barrels. (Authorized on national holidays only.)

22. CHICKEN, fresh: Same as (21), frozen solid. (Authorized on national holidays only.)

23. TURKEY, fresh: Young, fat toms or hens, dry picked, undrawn, feet, head, and wings not removed; weighing from 12 to 20 pounds each. Packed in cases of one dozen turkeys, or packed in barrels. (Authorized on national holidays only.)

24. TURKEY, fresh: Same as (23), frozen solid. (Authorized on national holidays only.)

25. FLOUR, issue: Straight, made from good, sound wheat, free from smut; must be strong, high ground, well dressed, and of the best quality. Proposals must state brand, name of manufacturer, and location of mill. To be packed in 196-pound net new barrels; 10-pound sample required.

26. FLOUR, issue: Same as (25), packed in double sacks, 98 pounds net.

27. FLOUR, issue: Same as (25), packed in trade sacks, 98 pounds net.

28. FLOUR, issue: Same as (25), packed in 50-pound net cans; IC tin; each can boxed.

29. HARD BREAD: Square crackers, made from flour mixed with water only, one sheet good quality paper between layers, in 25-pound net cans, 2 to case.

30. HARD BREAD: Same as (29), in paper-lined boxes, 50 pounds net.

31. HARD BREAD: ½-pound net packages, square crackers, made from flour mixed with water only, wrapped in strong paraffin paper in cartons treated on interior with paraffin; each carton in outer wrapper of strong slate-colored paper securely sealed; 100 cartons to case.

32. HARD BREAD: Same as (29) except that 3 pounds of sugar shall be used with every 100 pounds of flour.

33. HARD BREAD: Same as (30) except that 3 pounds of sugar shall be used with every 100 pounds of flour.

34. HARD BREAD: Same as (31) except that 3 pounds of sugar shall be used with every 100 pounds of flour.

35. CORN MEAL, white: Granulated, kiln-dried, in double sacks, 100 pounds net.

36. CORN MEAL, yellow: Same as (35).

37. CORN MEAL, yellow: Granulated, kiln-dried, compressed, in 5-pound net cans, 12 to case.

38. BAKING POWDER: To yield not less than 12 per cent of carbonic-acid gas; bids to state ingredients; packed in No. ½ cans, 24 to case.

39. YEAST, dried: 5-ounce cans, 24 to case.

40. YEAST, compressed: Wrapped in paraffin cloth or paper, in cases.

41. BEANS: White, small or medium size, in double sacks, 100 pounds net.

42. BEANS, baked: Plain, in No. 1 cans, 48 to case.

43. BEANS, baked: Plain, in No. 3 cans, 24 to case.

44. RICE: Choice, double sacks, 100 pounds net.

45. HOMINY, coarse: Double sacks, 100 pounds net.

46. HOMINY, coarse: 25-pound net cans, 2 to case.

47. HOMINY, fine: No. 2 cartons, 36 to case.

48. HOMINY, fine: 2-pound net cans, 24 to case.

49. POTATOES, fresh: To be of good varieties, fully matured, dry, free from dirt, decay, and cuts, and, in all respects, of good quality and in good condition, in burlap sacks, about 100 pounds net.

50. POTATOES, fresh: Same as (49), in ventilated barrels.

51. POTATOES, fresh: Same as (49), in crates.

52. POTATOES, canned: To be of the best quality Irish potatoes, peeled, and packed whole or halved, without excessive water, in 30-ounce net weight cans, 24 to case. When the cans are opened the potatoes must be of good color, firm, and free from black spots, rot, or blight.

53. ONIONS, fresh: To be of good varieties, fully matured, dry, free from dirt, decay, and cuts, and, in all respects, of good quality and in good condition; in burlap sacks, about 100 pounds net.

54. ONIONS, fresh: Same as (53), in ventilated barrels.

55. ONIONS, fresh: Same as (53), in crates.

56. TOMATOES: No. 2½ or No. 3 cans, 24 to case.

57. TOMATOES: No. 10 cans, 6 to case.

58. PRUNES: 50's to 60's, in 50-pound net boxes.

59. PRUNES: 40's to 50's, in 5-pound net cans, 12 to case.

60. APPLES, evaporated: Choice, 50-pound net boxes.

61. APPLES, evaporated: Choice, 5-pound net cans, 12 to case.

62. PEACHES, evaporated: Choice, unpeeled, 50-pound net boxes.

63. PEACHES, evaporated: Choice, unpeeled, 5-pound net cans, 12 to case.

64. JAM, blackberry: No. 2 cans, 24 to case.

65. COFFEE, issue, roasted and ground: Porto Rican, Hawaiian, or Central American preferred; 25-pound net cans, 2 to case. Samples of the green, roasted, and roasted and ground coffee required. When bid is for blended coffee, sample of each kind used in the blend must be submitted in separate packages and percentage and kind of each variety noted on the samples.

66. COFFEE, issue, roasted and ground: Same as (65), in commercial drums.

67. COFFEE, issue, roasted: Not ground, otherwise same as (65).

68. COFFEE, issue, roasted: Not ground, packed in commercial drums, otherwise same as (65).

69. COFFEE, issue, green: Porto Rican, Hawaiian, or Central American preferred; grading based on intrinsic merit; in double sacks; sample of green and corresponding roasted coffee required.

70. TEA, black, English breakfast: 5-pound net boxes, lined with tea lead, mats 4 boxes.

71. TEA, black, English breakfast: 10 or 12 pound caddies, cased.

72. TEA, black, English breakfast: 1-pound net cans, 40 to case.

73. TEA, black, Oolong: 5-pound net boxes, lined with tea lead, mats 4 boxes.

74. TEA, black, Oolong: 10 or 12 pound caddies, cased.

75. TEA, black, Oolong: 1-pound net cans, 40 to case.

76. TEA, green, gunpowder: 5-pound net boxes, lined with tea lead, mats 4 boxes.

77. TEA, green, gunpowder: 17-pound caddies, cased

78. TEA, green, Japan: 5-pound net boxes, lined with tea lead, mats 4 boxes.

79. TEA, green, young hyson: 5-pound net boxes, lined with tea lead, mats 4 boxes.

80. TEA, green, young hyson: 15 or 17 pound caddies, cased.

81. TEA, green, young hyson: 1-pound net cans, 40 to case.

82. SUGAR, granulated: Fine, in 100-pound net double sacks.

83. SUGAR, granulated: Fine, in trade barrels.

84. MILK, evaporated: Unsweetened, family size cans, about 12 ounces net each, 48 to case.

85. MILK, evaporated: Unsweetened, hotel size cans, about 32 ounces net each, 24 to case.

86. VINEGAR: To contain from 4½ to 5 per cent of acetic acid, in barrels with iron hoops, barrels painted red, bungs tin-capped.

87. VINEGAR: Same as (86), half barrels.

88. VINEGAR: Same as (86), 10-gallon kegs.

89. PICKLES, cucumber: Plain, no alum, uniform in size, 600 in 15-gallon, new strong oak half barrels, painted green, with iron hoops, bungs tin-capped.

90. PICKLES, cucumber: Same as (89), 10-gallon kegs.

91. SALT, issue: Fine grain, clean, dry, double sacks of 100 pounds net.

92. SALT, issue: Same as (91), cotton sacks of 50 pounds net, each sack wrapped in paraffin and brown paper and boxed.

93. SALT, issue: Same as (91), barrels of 280 pounds net.

94. PEPPER, black: Best, fine ground, No. ¼ dredge cans, 100 to case.

95. PEPPER, black: Same as (94), cans wrapped in and cases lined with paraffin paper.

96. CINNAMON: Best, fine ground, No. ¼ dredge cans, 24 to case.

97. CINNAMON: Best, fine ground, No. ¼ dredge cans, each can wrapped in paraffin paper; 24 cans to light box, 4 boxes to case.

98. CLOVES: Best, fine ground, No. ¼ dredge cans, 24 to case.

99. CLOVES: Best, fine ground, No. ¼ dredge cans, each can wrapped in paraffin paper; 24 cans to light box, 4 boxes to case.

100. GINGER: Best, fine ground, No. ¼ dredge cans, 24 to case.

101. GINGER: Best, fine ground, No. ¼ dredge cans, each can wrapped in paraffin paper; 24 cans to light box, 4 boxes to case.

102. NUTMEG: Whole, 65 to 70 to the pound, in boxes as required.

103. NUTMEG: Whole, 65 to 70 to the pound, 10-pound paper-lined cans, cased as required.

104. LARD, issue: Pure, steam rendered, with 3 to 5 per cent of clean, sweet lard stearin added; 5-pound net cans, 12 to case.

105. LARD, issue: Same as (104), in 20-pound net cans, 2 to case.

106. LARD, issue: Pure, steam rendered, in No. 5 commercial pails, 12 to case.

107. LARD, issue: Pure, steam rendered, in 50-pound net weight kegs.

108. BUTTER, issue: Good quality, in commercial tubs.

109. BUTTER, issue: Good quality, in 3-pound net weight cans, 24 to case.

110. OLEOMARGARINE: Best, uncolored; in new 50-pound net weight kegs, with iron hoops.

111. SIRUP, cane: Barrels.

112. SIRUP, cane: Half barrels.

113. SIRUP, cane: One gallon screw top cans, 6 to case.

114. FLAVORING EXTRACT, lemon: 2-ounce bottles, 24 to case.

115. FLAVORING EXTRACT, lemon: 8-ounce bottles, 24 to case.

116. FLAVORING EXTRACT, vanilla: Same as (114).

117. FLAVORING EXTRACT, vanilla: Same as (115).

118. EMERGENCY RATION: To consist of a bread and meat, a chocolate, and a seasoning component.

The bread component to be prepared from No. 1 hard wheat, thoroughly cleaned and weighing after cleaning not less than 64 pounds to the bushel; the wheat to be cooked by immersion in boiling water in a perforated metal cylinder or new cotton sack until it can be easily crushed in the hand; after cooking, the wheat to be kiln-dried, the outer hull of bran removed, then parched to a palatable state without grittiness, and ground to a coarse powder conforming to standard sample. The resulting product constitutes the bread component of the ration. After being parched, the wheat should contain not exceeding 5 per cent of moisture.

The meat component to be prepared by taking fresh lean beef free from visible fat and sinew, grinding it in a meat grinder and then evaporating its moisture by the use of sufficient heat to thoroughly desiccate it, care being taken never to allow the heat to rise sufficiently high to cook the meat in the slightest degree, never higher than 160° F. When the meat is about one-half dried it will be again passed through the meat grinder and returned to the drying oven and the drying continued until the amount of moisture is reduced to 5 per cent or below, and the dried product then reduced to powder and carefully sifted through a fine-meshed sieve. The resulting meat flour constitutes the meat component of the ration. The moisture must be evaporated in such manner that there will be no dripping from the meat during the process.

To compound the combined meat and bread ration, 16 parts by weight of the former, 32 parts of the latter, and 1 part of common salt are thoroughly mixed together in such a manner and in sufficiently small quantities as to insure a perfectly homogeneous product, and then compressed into cakes weighing 3 ounces each, having an oval-shaped base conforming to the shape of the can and not over $1\frac{5}{16}$ inches in thickness; each cake to be wrapped in paper.

The chocolate component to be prepared by grinding first-class cocoa nibs in the usual manner and adding pure cocoa butter to the resulting chocolate liquor until it contains not less than 55 per cent of cocoa fat. This chocolate liquor is to be then combined with an equal weight of pure granulated or powdered cane sugar, properly tempered, and molded into cakes weighing 1 ounce each, and having base of same dimensions as the bread and meat component—each cake to be separately wrapped in foil.

The seasoning component for each ration to consist of $\frac{8}{16}$ ounce of fine salt and $\frac{3}{4}$ gram of black pepper. The salt to be contained in a pasteboard box or small envelope, and the pepper wrapped in paper; salt and pepper containers to be so closed that there will be no sifting of contents.

Each complete ration, consisting of three cakes of the bread and meat component, three cakes of the chocolate component, $\frac{8}{16}$ ounce of fine salt, and $\frac{3}{4}$ gram of black pepper, to be packed in a hermetically sealed (vacuum process), key-opening, khaki-color lacquered can, having an oval base about $1\frac{3}{4}$ by $2\frac{3}{8}$ inches and $5\frac{1}{4}$ inches long, in the following order from bottom to top of can:

1 cake chocolate, 1 cake bread and meat, 1 cake chocolate, 1 cake bread and meat, 1 cake chocolate, and 1 cake bread and meat, the salt and pepper; with a tape around all to facilitate withdrawal from the can.

The following to be printed or lithographed on the side of each can:

U. S. ARMY EMERGENCY RATION.

Calculated to subsist one man one day, maintaining his full strength and vigor.
Not to be opened except by order of an officer or in extremity.

DIRECTIONS.

BREAD AND MEAT COMPONENT may be eaten dry; OR, stirred into cold water; OR, one cake may be boiled five minutes or longer in 2 pints of water and resulting soup seasoned to taste; OR, one cake may be boiled in ¾ pint of water for five minutes, making a thick porridge, to be eaten hot or cold; when cold, may be sliced and fried, if bacon or other fat is available.
CHOCOLATE COMPONENT may be eaten dry; or made into liquid by placing the chocolate in a tin cup held in hot water. After melting, pour in slowly ¾ pint boiling water to each cake. It may be boiled after mixing.

*Prepared by*_____

_____ (City.) _____ (State.)

*Date*_____

To be packed 50 cans in a case; cases to be of well-seasoned lumber, dressed on both sides, tops and bottoms tongued and grooved, end 1 inch, sides, tops, and bottoms ¾ inch, strapped with ¾-inch hoop iron.

ISSUE ARTICLES OTHER THAN RATION ARTICLES.

119. SOAP, issue: Hard and dry, 1-pound net weight bars, 60 pounds to box.
120. CANDLES: Stearic acid, 6's-16, 40 pounds to box.
121. CANDLES, lantern: Stearic acid, 2½×1⅛ inches, 40 pounds to box.
122. MATCHES, safety: 60's in zinc-lined cases of 720, 1,200 or 1,440 boxes.
123. MATCHES, safety: 60's in packages of 144 boxes, 5 packages to case.
124. PAPER, toilet: Flat, soft and strong, 1,000 sheets to package, 100 packages to case.
125. PAPER, toilet: Soft and strong, rolls of 1,000 sheets, cased as required.
126. SALT, rock: For animals; 50-pound net sacks, boxed.
127. SALT, rock: For animals; 100-pound net sacks.
128. SALT, rock: For animals; barrels, 280 pounds net.
129. TOWELS, huckaback: About 21×42 inches, 12 to package, cased as required.
130. ICE: Sound, clear, and wholesome.
131. ICE: Sound, clear, and wholesome, sacked and packed in sawdust.

SALES ARTICLES AND ARTICLES AUTHORIZED FOR ISSUE TO MILITARY CONVICTS, TO RECRUITS, AND AT RECRUITING STATIONS.

NOTE.—Except when otherwise indicated, articles printed in italics are authorized for sales in Alaska and over-sea stations, and other articles for sales at all stations.

132. ALMONDS: Sacks, boxed. (Authorized for Alaska only.)
133. AMMONIA: Household; quarts, rubber-stopper bottles. (Authorized for Alaska only.)
134. *Apple butter:* No. 3 crocks, 12 to case.
135. APPLES: No. 2½ or No. 3 cans, 24 to case.

136. APPLES: No. 10 cans, 6 or 12 to case.

137. APRICOTS: No. 2½ or No. 3 cans, 24 to case.

138. *Asparagus:* No. 2½ lacquered cans, 24 to case.

139. BACON, breakfast: Commercial, sugar-cured, choicest; no piece to weigh less than 5 nor more than 7 pounds, packed in commercial boxes as required.

140. BACON, breakfast: Sliced, commercial, sugar-cured; in No. 1 key-opening cans, 24 to case.

141. BACON, breakfast: Same as bacon, issue, 12-pound cans (7) except that bellies must be 10-lb. average when laid down green, not more than 2½ inches thick at shoulder end, to be smoked for at least six days, the minimum time in cure to be fifteen days, and cans to be 5 pounds net each, 12 to case.

142. BASINS, hand: Agate, 12-inch, each basin wrapped in heavy paper, 50 to box.

143. BEANS, Lima: No. 2 cans, 24 to case. (Authorized for Alaska only.)

144. BEANS, stringless: No. 2 cans, 24 to case.

145. *Beef extract:* 4-ounce jar, 12 to case.

146. BEEF, sliced: No. 1 key-opening cans, 24 or 48 to case.

147. BEESWAX: 1-ounce cakes, in cartons. (Authorized only for issue to military convicts.)

148. BLANCO, khaki: 8-ounce boxes, 72 to case.

149. BLANCO, white: 8-ounce boxes, 72 to case.

150. BLUING, ball: 2-ounce boxes, cased as required.

151. BLUING, powdered: 2-ounce boxes, 144 to case.

152. BORAX: No. 1 sealed cartons, 48 to case.

153. BROOMS, whisk: Medium, 6 or 12 to package, cased as required.

154. BRUSHES, button: Packages, cased as required. (Authorized only for sales at recruiting depots.)

155. BRUSHES, gun: Badger hair preferred, packed 6 or 12 to package, cased as required. (Authorized only for sales at recruiting depots.)

156. BRUSHES, hair: Medium size, not less than 11-row, pure bristle, solid back, packed as required.

157. *Brushes, nail:* Pure bristle, cartons, cased as required.

158. BRUSHES, shaving: Medium size cartons, cased as required.

159. BRUSHES, shoe: Polishers, without daubers, 6 to package, cased as required.

160. BRUSHES, tooth: Assorted, cartons, cased as required.

161. BUTTER, sales: Best, freshly made, tubs.

162. BUTTER, sales: Best, freshly made, 1 or 2 pound prints or squares, boxed.

163. BUTTER, sales: Best, freshly made, packed in ice containers, 56 pounds each.

164. BUTTER, sales: Best, freshly made, 2-pound jars.

165. BUTTER, sales: Best, No. 3 cans, cased as required.

166. BUTTER, sales: Best, No. 1 cans, cased as required.

167. *Buttons, bone, large.* (Authorized also for issue to military convicts.)

168. *Buttons, bone, small.* (Authorized also for issue to military convicts.)

169. *Buttons, collar:* No hinge, gold-plated, celluloid back.

170. BUTTON STICKS: To be made of sound, well-seasoned maple, 13⅞ inches long, 2 3/16 inches wide, and ¼ inch thick. The opening for the insertion of buttons to be 1 inch in diameter, connected by an open groove 8 inches long and 3/8 inch wide, the groove beveled on one side to fit rounded inner surface of the buttons. Each end of the stick will be securely riveted to prevent splitting. Boxed as required. (Authorized only for sales at recruiting depots.)

171. CABBAGE: No. 2½ lacquered cans, 24 to case.

172. *Candy, chocolate:* Mixed, each piece wrapped in tin foil; packed in 1-pound net air-tight cans, with screw tops, a piece of red tape extending over cover and overlap on sides of can, the ends covered by label so as to thoroughly seal same. Cans wrapped in high-grade parchment paper, sealed top and bottom; 24 cans to case, two cases crated and strapped, each case marked and strapped separately. The gross weight of both cases to be marked on crate. Samples of tin foil, paraffin paper, and tins must be submitted with samples of candy. Pure tin foil, not thinner than 6,000 square inches to the pound, required. Cases $\frac{7}{8}$-inch ends, $\frac{1}{2}$-inch sides, tops and bottoms, dressed outside.

173. *Candy, lemon drop:* Made from highest-test sugar and lemon extract; to be cooked equal to a cooking of 340° F. in open kettle; each piece wrapped in heavy paraffin paper and then in tin foil, each wrapper folded separately. Other conditions same as (172).

174. *Candy, stick:* Assorted; each piece wrapped in heavy paraffin paper and then in tin foil, each wrapper to be folded separately; other conditions same as (172).

175. CAN OPENERS: Plain, cartons, in cases.

176. CARDS, playing: Packs, cartons, cased as required. (Authorized for Alaska only.)

177. *Chamois skins:* First quality, about 26 by 28 inches, 30 to kip, boxed as required.

178. CHEESE, Edam: Plain, in boxes.

179. CHEESE, full cream: about 10 pounds each, in boxes.

180. CHEESE, full cream: 6 to 10 pounds net each, each cheese wrapped in parchment paper, 6 cheeses in can, boxed.

181. CHEESE, full cream: No. 1 cans, in cases.

182. *Cherries:* No. 2½ lacquered cans, 24 to case.

183. CHICKEN, boneless: No. 1 cans, 24 to case. (Authorized for Alaska only.)

184. CHOCOLATE, plain: No. 1 packages, 12 to case.

185. CHOCOLATE, plain: No. 1 packages, in cans containing 12 packages, 4 to case.

186. CHOCOLATE, vanilla: No. ½ packages, 12 to case.

187. CHOCOLATE, vanilla: No. ½ packages, in cans containing 12 packages, 4 to case.

188. CIGARETTE PAPERS: Books, packed as required. (Authorized for Alaska only.)

189. CIGARS: 1–10 boxes, not to exceed $6 per 100, in cases.

190. CIGARS: 1–20 boxes, not to exceed $6 per 100, in cases.

191. CIGARS: 1–40 boxes, not to exceed $6 per 100, in cases.

192. CITRON: Packed as required. (Authorized for Alaska only.)

193. CLAM JUICE: No. 1 cans, 24 to case.

194. CLOTHESLINES: Cotton, about $\frac{5}{16}$-inch, 50-foot hanks, boxed or baled.

195. CLOTHESPINS: Wooden, plain, strong, 5 gross to box.

196. COCOA, breakfast: No. ½ cans, 12 to case.

197. COCOA, breakfast: No. ½ cans, 12 cans in sealed can, 8 to case.

198. COFFEE, green, Arabian: Extra, in original mats.

199. COFFEE, green, Sumatra: Extra, in original mats.

200. COFFEE, roasted, Arabian: Extra, 2 pounds to can, 24 cans to case.

201. COFFEE, roasted, Sumatra: Extra, 2 pounds to can, 24 cans to case.

202. COFFEE, roasted and ground: Extra, blend of Arabian and Sumatra preferred, 2 pounds to can, 24 cans to case. Samples of the green, roasted, and roasted and ground coffee required.

203. COMBS, medium: Rubber, cartons, cased as required.

204. *Combs pocket:* Rubber, cartons, cased as required.
205. CORN, sweet: No. 2 cans, 24 to case.
206. CRABS, deviled: No. 2 cans, 24 to case, with shells.
207. CRACKERS, ginger: No. 1 cartons, cased as required.
208. CRACKERS, ginger: No. 1 cans, cased as required.
209. CRACKERS, graham: No. 1 cartons, cased as required.
210. CRACKERS, graham: No. 1 cans, cased as required.
211. CRACKERS, soda: No. 1 cartons, cased as required.
212. CRACKERS, soda: No. 1 cans, cased as required.
213. CRACKERS, water: No. 1 cartons, cased as required.
214. CRACKERS, water: No. 1 cans, cased as required.
215. *Currants:* Dried, No. 1 lacquered cans, 48 to case.
216. EGGS, desiccated: No. 2 cans, 24 to case. (Authorized for Alaska only.)
217. ELECTRO SILICON: 3-ounce boxes, in cases.
218. ENVELOPES, letter: Good quality, cased as required.
219. FARINA: No. 1 packages, 24 to case.
220. FARINA: No. 1 cans, 24 to case.
221. FLOUR, buckwheat: Double sacks. (Authorized for Alaska only.)
222. FLOUR, family: Patent, best quality, sacks of 24½ or 25 pounds net, 4 sacks in a gunny.
223. FLOUR, family: Patent, best quality, barrels, 196 pounds net.
224. FLOUR, graham: Double sacks. (Authorized for Alaska only.)
225. GELATIN: 2-ounce packets, in cases.
226. GINGER ALE: Pint bottles, 120 to barrel. (Authorized for over-sea stations only.)
227. HAM, deviled: No. ½ cans, 24 to case.
228. HAM, dry cure: No ham to weigh less than 12 nor more than 16 pounds when laid down green; cut 2 inches from aitchbone, shank cut off above the hock joint without exposing the marrow, closely faced, both cushion and flank sides cut close, butt ends well rounded and cut under, making symmetrical contour; from prime hogs in good condition; sweet and sound; not too fat; well cured; allowed to dry out while hanging for at least one day before being subjected to smoke, then thoroughly smoked in dry smoke from hickory or rock-maple wood, preferably hickory (not from sawdust), for at least eight days, then to hang until cool before being packed.

The conditions for "Bacon, issue," (6) to govern, except that the minimum time in cure shall be fifty days with two overhaulings about the tenth and thirtieth days, and the piles not to exceed 3 feet in height. The hams may be pumped, at the time of laying down, with a solution of salt, saltpetre, and sugar, not more than 20 pounds of saltpetre and 5 pounds of sugar to be used with each 100 gallons of brine; not more than two stitches, with one stroke each to be used, and the increase in weight caused by such pumping to be not more than 2%. Pumping under the same conditions is allowed at the first overhauling, provided the hams be smoked for nine days.

229. HAM, sugar cured: Commercial, choicest; no ham to weigh less than 10 nor more than 14 pounds; packed in commercial boxes as required.
230. HANDKERCHIEFS, linen: Medium, 12 to box, in cases as required.
231. HANDKERCHIEFS, cotton: Blue colored, packages, in cases as required. (Authorized only for issue to military convicts.)
232. HERRING: Boneless, No. 1 jars or cans, cased as required. (Authorized for Alaska only.)
233. HOMINY, lye: No. 3 cans, 24 to case.
234. HOPS: Latest crop; 8-ounce packages, 60 to case.
235. HOPS: Same as (234), in 10-pound net cans, 3 to case.

236. HORSE-RADISH: 8-ounce bottles, cased as required. (Authorized for Alaska only.)

237. HOUSEWIFE: Conforming to specifications and models on file in the purchasing office.

238. INK, black: 3-ounce bottles, in cases as required.

239. INK, indelible: ½-ounce bottles, 12 bottles to carton, in cases as required.

240. *Jam, assorted:* No. 2 lacquered cans, 24 to case.

241. JELLY, currant: No. 2 cans, 24 to case.

242. KNIVES, pocket: Cartons, cased as required. (Authorized for Alaska only.)

243. LARD, sales: Choicest, open-kettle rendered, made from leaf, back fat, and trimmings only, with 3 to 5 per cent of lard stearin added; 5-pound net cans, 12 to case.

244. LARD, sales: Choicest, open-kettle rendered, No. 5 pails, 12 to case.

245. LISTERINE: 14-ounce bottles, 12 to case.

246. *Lobster:* No. 1 lacquered cans, 48 to case.

247. *Lye:* Concentrated, No. 1 lacquered cans, 48 to case.

248. MACARONI: No. 1 packages, in cases.

249. MACARONI: No. 1 packages, 25 to can, 2 cans to case.

250. METAL POLISH, paste: 3-ounce cans, in cases.

251. METAL POLISH, powder: 4-ounce boxes, in cases.

252. MILK, condensed, sweetened: No. 1 cans, 48 to case.

253. MILK, condensed, unsweetened: Australian, No. 4 cans, 20 to case. (Authorized for Philippine Islands only.)

254. MILK, malted: No. 1 bottles, 24 to case.

255. MINCE-MEAT: No. 3 cans or crocks, 12 to case. (Authorized for Alaska only.)

256. MIRRORS: Boxed as required. (Authorized for Alaska only.)

257. MOLASSES: One gallon cans, screw top, 6 to case.

258. MOLASSES: Kegs.

259. MUGS, shaving: Metal.

260. MUSHROOMS: Half cans, 50 or 100 to case.

261. MUSTARD, ground: Best, fine, No. ½ cans, 12 or 24 to case.

262. MUSTARD, prepared: 8-ounce bottles, 12 or 24 to case.

263. *Needles:* Nos. 3 to 9, papers, assorted, boxed as required.

264. OATMEAL, rolled: Barrels.

265. OATMEAL, rolled: Compressed, in 2-pound net cans, 36 to case.

266. OATMEAL, rolled: Double sacks.

267. OATMEAL, rolled: Half barrels or drums.

268. OATMEAL, rolled: No. 2 cartons, 36 to case.

269. OILCLOTH: Boxed. (Authorized for Alaska only.)

270. OIL, olive: Large bottles, 12 to case.

271. OIL, olive: Quart cans, 12 to case.

272. OLIVES: Pint bottles, 24 to case.

273. OLIVES: Quart bottles, 12 to case.

274. OYSTERS: Extra select, No. 1 cans, 48 to case.

275. OYSTERS: Extra select, No. 2 cans, 24 to case.

276. PAPER, letter: Good quality, 5-quire packages, in cases as required.

277. PEACHES: No. 2½ or No. 3 cans, 24 to case.

278. PEARS: No. 2½ or No. 3 cans, 24 to case.

279. PEAS, green: American, No. 2 sieve, No. 2 cans, 24 to case.

280. PENCILS, lead: American, black, 12 to carton, in cases as required.

281. *Penholders:* Rubber or wood, cased as required.

282. *Pens, steel, coarse:* Cased as required.

283. *Pens, steel, fine:* Cased as required.

284. *Pens, steel, stub:* Cased as required.

285. PEPPER, cayenne: 2-ounce bottles, 24 to case.

286. PEPPER, chili colorado: 8-ounce cans, in cases as required.

287. PICKLES, chowchow: Pint jars, 24 to case.

288. PICKLES, chowchow: Quart jars, 12 to case.

289. PICKLES, gherkins: Pint jars, 24 to case.

290. PICKLES, gherkins: Quart jars, 12 to case.

291. PICKLES, mixed: Pint jars, 24 to case.

292. PICKLES, mixed: Quart jars, 12 to case.

293. PINEAPPLES: No. 2 cans, 24 to case.

294. PINS: Pyramids, 12 to carton, in cases as required.

295. PIPES: Brierwood, straight stem, "Bull Dog," cartons, in cases as required.

296. *Plum pudding:* No. 2 lacquered cans, 12 to case.

297. POLISH, shoe, black, combination: Cartons, in cases as required.

298. POLISH, shoe, black, paste: Boxes, in cases as required.

299. POLISH, shoe, russet, combination: Cartons, in cases as required.

300. POLISH, shoe, russet, paste: Boxes, in cases as required.

301. POTATOES, sweet: No. 2½ or No. 3 cans, 24 to case.

302. PRESERVES, cherry: No. 2 cans or glass jars, 24 to case. (Authorized for Alaska only.)

303. PRESERVES, damson: No. 2 cans or glass jars, 24 to case.

304. PRESERVES, orange: No. 2 cans or glass jars, 24 to case. (Authorized for Alaska only.)

305. PRESERVES, quince: No. 2 cans or glass jars, 24 to case. (Authorized for Alaska only.)

306. *Preserves, raspberry:* No. 1 lacquered cans, 48 to case.

307. *Preserves, strawberry:* No. 1 lacquered cans, 48 to case.

308. *Pumpkin:* No. 2½ or No. 3 lacquered cans, 24 to case.

309. *Raisins:* No. 2 lacquered cans, 10 to case.

310. *Razors:* Wrapped in oiled paper and tin foil, in cases as required. (Authorized also for issue to military convicts.)

311. RAZOR STROPS: Reversible, cartons, in cases as required.

312. RECRUIT TOILET KITS: To consist of 1 razor (310); 1 brush, shaving (158); 1 brush, hair (156); 1 brush, tooth (160); 1 brush, shoe (159); 1 comb, medium (203); 1 box polish, shoe, black (298); 1 box polish, shoe, russet (300); 2 towels, huckaback (129); 1 cake soap, toilet (338); 1 broom, whisk (153); 1 housewife (237). The whole to be packed in strong, sealed, card-board boxes, with contents printed on the outside and on a slip of paper within; cased as required.

313. SAGO: Packed as required. (Authorized for Alaska only.)

314. SALT, table: No. 3 bags, 20 to case.

315. SALT, table: No. 2 boxes, 24 or 36 to case.

316. SALT, table: No. 2¼ bottles, 12 to case. (Authorized for over-sea stations only.)

317. SALT, table: No. 3 bags, wrapped in paraffin and brown paper, 20 bags to case.

318. SALT, table: No. 3 bags, in gunnies.

319. SARDINES: ¼ cans, 50 or 100 to case.

320. SAUCE, chili: 8-ounce bottles, cased as required. (Authorized for Alaska only.)

321. SAUCE, cranberry: No. 2 or No. 2½ cans, 24 to case.

322. SAUCE, tomato catsup: Pints, 24 or 25 to case.
323. SAUCE, Worcestershire: Small bottles, 36 to case.
324. SAUSAGE, pork: No. 2 cans, 24 to case.
325. SAUSAGE, Vienna style: No. 2 cans, 24 to case.
326. SCISSORS: Barber's. (Authorized only for issue to military convicts.)
327. SHOESTRINGS, linen, black, long: Tubular, 52-inch, 72 pairs to carton, in cases.
328. SHOESTRINGS, linen, black, short: Tubular, 72 pairs to carton, in cases.
329. SHOESTRINGS, linen, tan, long: Same as (327).
330. SHOESTRINGS, linen, tan, short: Same as (328).
331. SHRIMP: Dry pack, No. 1½ cans, 24 to case.
332. SIRUP, maple: ½-gallon cans, 8 or 12 to case.
333. SOAP, laundry: White floating, 6-ounce cakes, 100 to box.
334. SOAP, scouring: 10-ounce cakes, 72 to box.
335. SOAP, shaving: Cartons, in cases.
336. SOAP, toilet: Glycerine, cartons, in cases.
337. SOAP, toilet: Oatmeal, cartons, in cases.
338. SOAP, toilet: Standard brands, cartons, in cases.
339. SOUP, beef: Quart cans, 24 to case.
340. SOUP, chicken: Quart cans, 24 to case.
341. SOUP, clam chowder: Quart cans, 24 to case.
342. SOUP, mock turtle: Quart cans, 24 to case.
343. SOUP, oxtail: Quart cans, 24 to case.
344. SPINACH: No. 2½ or No. 3 cans, 24 to case.
345. *Squash:* No. 2½ or No. 3 lacquered cans, 24 to case.
346. STARCH, corn: No. 1 packages, 40 to case.
347. STARCH, corn: No. 1 packages, 40 in can, boxed.
348. STARCH, laundry: No. 1 packages, 40 to case.
349. STARCH, laundry: No. 1 packages, 40 in can, boxed.
350. SUGAR, cut loaf: Barrels.
351. SUGAR, cut loaf: Half barrels or drums.
352. SUGAR, cut loaf: 50-pound boxes, lined with heavy manila paper.
353. SUGAR, powdered: 30 or 50 pound boxes, cloth and paper lined.
354. SUGAR, powdered: Paper-lined half barrels or drums.
355. *Tablets, letter:* Linen, 100 unruled sheets to tablet, in cases.
356. TALCUM POWDER: Toilet, borated and perfumed, cans, in cases.
357. TAPIOCA: Granulated, No. 1 packages, 24 to case.
358. TAPIOCA: Granulated, 1-pound net cans, cased as required.
359. *Thread, cotton, black:* Nos. 36, 40, and 50, 12 to carton, cased as required. (Authorized also for issue to military convicts.)
360. *Thread, cotton, khaki:* Nos. 36, 40, and 50, 12 to carton, cased as required. (Authorized also for issue to military convicts.)
361. *Thread, cotton, white:* Nos. 36, 40, and 50, 12 to carton, cased as required. (Authorized also for issue to military convicts.)
362. *Thread, linen, black:* Nos. 30, 35, and 40, 12 to carton, cased as required. (Authorized also for issue to military convicts.)
363. *Thread, linen, white:* Nos. 30, 35, and 40, 12 to carton, cased as required. (Authorized also for issue to military convicts.)
364. *Thread, silk, black:* A, B, C, and D, 100-yard spool, 12 to carton, cased as required.
365. TOBACCO, chewing: 1-pound net plugs, commercial butts.
366. TOBACCO, chewing: 16-pound net key-opening cans; plugs not wrapped in tin foil but a sheet of cardboard and one of tin foil to be placed in top and bottom of each can, 4 cans to case.

367. TOBACCO, smoking: Granulated, 1-ounce bags, 25 pounds to case.

368. TOBACCO, smoking: Granulated, 1-ounce bags, in 5-pound key-opening cans, 5 to case.

369. TOBACCO, smoking: Standard brand, packages, in commercial cases.

370. TOILET WATER: Pint bottles, 12 or 24 to case. (Authorized for over-sea stations only.)

371. TONGUE, beef: No. 2 key-opening cans, 12 to case.

372. TOOTH POWDER: Cans, 144 to case.

373. TOOTH POWDER: Bottles, in cases.

374. TOWEL, bath: Cotton, about 24 by 44 inches, 6 or 12 to package, in cases as required.

375. TOWELING: Unbleached, about 20 inches wide, 50-yard bolts, in cases as required.

376. TRIPOLI POWDER: 4-ounce packages, cased as required. (Authorized for recruiting depots only.)

377. TURKEY, boneless: No. 1 cans, 24 to case. (Authorized for Alaska only.)

378. TURNIPS: No. 2½ or No. 3 cans, 12 to case. (Authorized for Alaska only.)

379. WALNUTS: Sacks, boxed. (Authorized for Alaska only.)

380. WATER, effervescent: Pint bottles in cases. (Authorized for over-sea stations only.)

381. WATER, effervescent: ½-pint bottles, in cases. (Authorized for over-sea stations only.)

382. *Wheat, rolled:* No. 2 cans, 24 to case.

383. *Witch-hazel:* Containing 15 per cent alcohol, pint bottles, 12 to case.

329.

CONDITIONS GOVERNING IN THE PURCHASE OF SUBSISTENCE STORES.

1. *Acts of Congress (the food and drugs act; meat-inspection amendment).*—Supplies purchased by the Subsistence Department are subject to interstate shipment and the attention of all bidders is invited to the requirements of "An act for preventing the manufacture, sale, or transportation of adulterated or misbranded or poisonous or deleterious foods, drugs, medicines, and liquors, and for regulating traffic therein and for other purposes" (Public No. 384), approved June 30, 1906, and the rules and regulations made, pursuant to law, by the Secretary of the Treasury, the Secretary of Agriculture, and the Secretary of Commerce and Labor for carrying out the provisions of this act; also, the meat-inspection amendment of "An act making appropriations for the Department of Agriculture for the fiscal year ending June thirtieth, nineteen hundred and seven" (Public No. 382), approved June 30, 1906, for the purpose of preventing the use in interstate or foreign commerce of meat and meat food products which are unsound, unhealthful, unwholesome, or otherwise unfit for human food, and the rules and regulations prescribed, pursuant to law, by the Secretary of Agriculture as therein provided for. Attention is also invited to the "Standards of purity for food products," prescribed by the Secretary of Agriculture under authority given by the act of Congress approved March 3, 1903, and such additions, amendments, and alterations as may be made thereto by the same authority.

Copies of the acts of Congress above mentioned and the rules and regulations made pursuant thereto, and of the "Standards of purity for food products" may be obtained upon application to the Secretary of Agriculture, Washington, D. C.

2. *Address of bidder.*—The place of business and post-office address of the bidder must be stated.

3. *Alterations, erasures.*—Alterations by erasure or otherwise must be explained in the proposal over a separate signature of bidder.

4. *Appeals.*—In case supplies delivered by a contractor at a military post are rejected by the commissary of such post the contractor may appeal to the commanding officer, whose decision shall be conclusive.

5. *Awards, increase or decrease of.*—The right is reserved to make awards for less amounts than advertised for, and, with the consent of the bidder to whom award is made, to increase same by not to exceed 40 per cent.

6. *Beef, fresh.*—Such quantities of fresh meat as may be required by the Commissary from time to time shall be delivered to him in bulk at the subsistence storehouse or other designated place, on such days and at such hour as he may prescribe under the direction of his commanding officer.

When it is proposed to furnish fresh beef at posts at a temperature of not greater than 50° F., that fact will be clearly stated in bid.

7. *Bids and bidders.*—Bids will be publicly opened and read aloud at the time and place stated in advertisement and bidders are invited to be present.

8. *Bidder's guaranty.*—A bidder's guaranty on prescribed form, or in lieu thereof certified checks for the amount of the guaranty, must accompany proposals when so specified in the advertisement.

9. *Bids, rejection of.*—Lack of commercial standing on the part of the bidder or inadequate facilities or plant on the part of the manufacturer will constitute sufficient grounds for the rejection of bids.

All bids received from contractors who have failed unjustifiably to fill former contracts with the Government shall be rejected.

The right is reserved to reject the whole or any part of any or all bids.

10. *Bids, withdrawals of.*—If a bidder desires to withdraw his proposal before the time fixed for opening, he may do so without prejudice to himself, by request in writing addressed to the purchasing officer. When the proposal is reached at the opening, it will be returned to the bidder or his authorized agent unread.

11. *Bonds.*—In proper cases bonds for the faithful performance of contracts may be exacted. Such bonds must be executed in accordance with the instructions printed on the blank forms furnished by the Subsistence Department. The amount of penalty will be fixed by the contracting officer and will not be less than one-tenth nor more than the full amount of the consideration of the contract. Bonds of individuals will not be accepted until it is shown to the satisfaction of the contracting officer that such bonds afford ample security to the United States.

12. *Bottles.*—Subsistence supplies in bottles to be in corrugated paper jacket and spaces filled with sawdust or rice chaff solidly packed, or otherwise so packed as to prevent shifting or breakage.

13. *Canned fruits.*—"Extras" are required in canned fruits.

14. *Conditional bids.*—No conditional bids will be considered. No bid will be considered which stipulates that a certain percentage will be deducted by seller if payment is made in a specified time, or that introduces any condition at variance with those herein.

15. *Contracts.*—Successful bidders may be required to enter into formal written contracts.

Contracts are subjected to the approval of the chief of bureau or commanding general, but purchasing officers of the Subsistence Department who are under the direct supervision of the Commissary-General may make contracts for the purchase of supplies without the approval of the Commissary-General in such specific cases as may be designated by him.

16. *Contracts strictly construed.*—Contracts or awards will be strictly construed and no variation from standards or specifications will be permitted or authorized

17. *Criminals, labor of.*—In the performance of agreements, persons undergoing sentences of imprisonment at hard labor which have been imposed by courts of the several States, Territories, or municipalities having criminal jurisdiction, shall not be employed.

18. *Default.*—In case of failure of contractor to deliver stores as stipulated, the purchasing officer is authorized to supply, by purchase in open market or otherwise, any deficiency resulting from such failure (the stores so purchased to be as near as possible of kind and quality contracted for), and the contractor shall be charged with any excess of cost over that of furnishing at contract price.

19. *Deliveries.*—Deliveries must be equal to accepted samples or prescribed standards, and the purchasing officer shall make the determination in each case.

20. *Domestic preference.*—Preference will be given articles of domestic production or manufacture over those of foreign origin, cost, including duties on the latter, and quality being equal.

21. *Flour.*—Packages containing flour must be marked, showing brand, name of manufacturer, location of mill, and the initials W. W. or S. W., as the case may be.

22. *Gross weights.*—No package, save in exceptional cases, should weigh over 100 pounds.

23. *Inspections.*—Supplies, including packages offered for acceptance, shall be subject to such inspection as deemed necessary by the purchasing officer, and whenever, in his opinion, the same are not of the kind or quality stipulated for, they shall be rejected. Cans opened for inspection on delivery must be replaced by the seller.

All supplies furnished under contract or otherwise will be subjected, whenever practicable, to the personal inspection of a commissioned officer at the time of delivery; otherwise such inspection will be made by civilian inspectors under his personal supervision, subject to test and verification at irregular intervals and at unexpected times by such officer.

24. *Itemized bills.*—Itemized bills, in duplicate, for articles accepted under an award, stating number of packages, gross and net weights, and the price, will be promptly rendered.

25. *Labels.*—Trade labels must conform to the requirements of the Meat Inspection Law and Pure Food Law and authoritative interpretations and rulings thereunder.

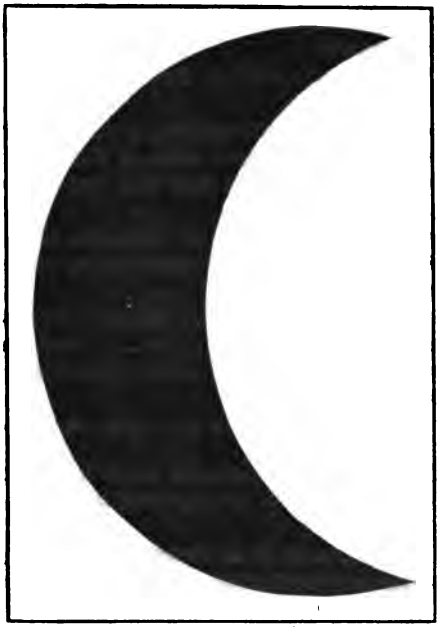
26. *Lacquer.*—In every instance where in the advertisement for canned goods the name of the article is followed by the abbreviation "lacq.," as "Peaches, lacq.," the cans must be thoroughly lacquered.

27. *Marks on packages.*—All shipping packages furnished the Subsistence Department must be marked as follows:

Name of seller,
Place of business of seller,
Month and year of delivery,
U. S. Subs. Dept.,
Initials of Purchasing Officer,
Name of article, with measure or number of contents, as the case may be.
Gross ———, Tare ———, Net weight ———.

If purchase is not by weight, the marking of tare and net weight shall be omitted.

There will also be stenciled, in red or other contrasting color, on both ends of all packages, boxes, etc., the distinctive symbol of the Subsistence Department, viz, a crescent, 3 inches high and 2 inches wide, as shown below:



No marks of any kind other than those specified (original marks may be left on commercial packages) and shipping marks, including cubic contents when required, will be allowed on packages. All stenciling, marking, or stamping must be legible, neat, and permanent. Trade-marks shall not be omitted or removed from packages.

28. *Name of manufacturer.*—Bidders who are not manufacturers of the supplies called for will be required to submit the name of the manufacturers from whom such supplies are to be obtained, unless it is manifestly impracticable to furnish this information.

29. *Net weights, etc.*—Unless otherwise specified, actual net weight, measure, or number, at the time of delivery, is understood to be the purchase weight, measure, or number, as the case may be.

30. *Order of articles.*—Articles should be entered on the proposals in the order in which they are named in the advertisement and specifications.

31. *Packages.*—All articles are to be put up in standard commercial packages, unless otherwise specified. Where the notation "special packing" appears in the advertisement the packing must conform to the models and specifications to be seen at the purchasing office. Models of all packages and methods of packing required will be shown upon application to the purchasing officer.

32. *Packages, condition of.*—All packages must be of good material and in first-class shipping order; slack barrels full head lined and all barrels well coopered; boxes, cases, and crates strong, and securely nailed; iron strapping must be strong, carefully put on, drawn tight with ends overlapping and well nailed; inside sacks of strong, heavy cotton, outside sacks of strong, heavy gunny.

33. *Payments.*—If funds are on hand, payment is to be made at the purchasing office upon the completion of contracts, or at end of calendar month; otherwise as soon as funds are supplied for the purpose.

34. *Premature opening.*—No responsibility will attach to an officer for the premature opening of any proposal when the envelope is not properly indorsed to show clearly its contents.

35. *Proposals.*—Proposals are invited from responsible bidders, no matter where located.

All proposals received prior to the opening of the bids will be securely kept, and the officer whose duty it is to open them at the place and time mentioned in the advertisement will decide when that time has arrived and none will be received thereafter.

Proposals must be made in duplicate or triplicate, if so stated in advertisement, upon printed forms which can be obtained by application to the officer issuing the advertisement.

Envelopes containing proposals must be marked "Proposals for Subsistence Supplies, to be opened _____o'clock, _____190____," and addressed to the officer who advertises for proposals, or to an officer authorized to receive them by the terms of the advertisement.

36. *Proposals for part.*—Proposals for the whole or for any part of any item will be considered.

37. *Proposals, preparation of.*—Proposals must be prepared without assistance from any person belonging to, or employed in, the military service of the United States.

38. *Quality.*—All supplies must be of strictly first-class quality. Bids on articles of inferior quality are not desired and will not be considered.

39. *Reclamations.*—Reclamations will be made in conformity with generally accepted trade rules unless otherwise specified.

Provided the damaged condition resulted through fault of the seller, reclamation will be made for losses on canned meats, canned hard bread, canned cereals, canned macaroni, canned fruits, dried and fresh, canned vegetables, canned milk, and bottled goods within one year from date of purchase; on molasses, sirups, olives, and olive oil within six months; on dried fruits not canned, bacon, breakfast, not canned, and sugar-cured hams within two months.

Reclamation will be made on perishable stores, such as sugar, cereals in cartons, butter, cheese, etc., which under the recognized trade rules are subject to buyer's risk after delivery and acceptance only in case the deterioration existed prior to delivery.

Any article found, after delivery, in a damaged condition or not like the samples or standards, the responsibility for which rests upon the seller, may be returned to him if he so desires, he bearing the cost of return transportation and replacement; or, in lieu of replacement the seller refunding the money value of the article and, if quantity amounts to one or more cases, crates, boxes, sacks, barrels, or other similar shipping unit, the cost of transportation from place of purchase to place where the defect was discovered. If quantity is less than specified above the refundment of transportation may be waived.

Reclamation will be made for losses resulting from the use of inferior material in boxes, cases, barrels, crates, sacks, or other packages.

40. *Responsibility for stores.*—No care of, or responsibility for, contractors' goods or supplies will be assumed prior to delivery and actual receipt.

41. *Samples.*—Samples will not be received after the time for opening bids.

Samples required of all articles not marked "X."

Samples in each case must be sufficient to allow usual tests and comparisons with deliveries. Each sample submitted must have marked thereon name of bidder, date of advertisement, and date of opening bids.

42. *Samples, canned goods.*—Duplicate samples of all canned goods are required.

43. *Samples, return of.*—Unused samples will be returned if called for within seven days.

44. *Separate items.*—In making awards each item is to be considered separately.

45. *Signatures.*—A proposal by a corporation must be signed with the name of the corporation followed by the signature of the President, Secretary, or other person authorized to bind it. A proposal by a firm must be signed with the firm name followed by the signature of a member of the firm, who will add the words "one of the firm" after his signature.

46. *Subpackages.*—All subpackages packed in cases, tins, etc., must be plainly labeled, stamped, or marked so as to show contents and net weight (if purchase is by net weight), and the name and location of the packer.

47. *Subsistence supplies, where purchased.*—All subsistence supplies will be purchased where the same can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered.

48. *Time and place of delivery.*—Unless otherwise specified in the advertisement, supplies must be delivered free of all extra charges at the time or times designated by the purchasing officer and at such warehouses, wharves, depots, or other places designated by such officer at the post or station or within the city or city lighterage limits where the advertisement may be issued, except that when advertisements for packing-house products are issued by the purchasing commissary, Chicago, proposals for delivery at Chicago, Omaha, Kansas City, Wichita, Buffalo, Cincinnati, and Indianapolis will be considered.

Proposals for delivery of flour f. o. b. at place of manufacture will be considered.

49. *Units, prices.*—Prices must be stated per unit, for the unit of each item used in the specifications.

50. *Variations from specifications.*—If under exceptional circumstances at certain times and places supplies of the kind, quality, and in packages as prescribed herein are not generally in the market, bids for similar articles of the kinds available may be submitted, but the differences must be stated, and if not stated the contractor will be required to furnish the precise article called for in the specifications.

51. *Water tests.*—Soldered tins must be subjected to a water test before packing, and the soldering be sufficiently heavy to prevent opening of seams in handling.

330.

TABLE SHOWING NUMBER OF CANS OR OTHER UNITS IN 1 TO 100 PACKAGES.

Packages.	Number of cans or other units in packages.									
1	6	12	24	36	40	48	60	72	144	720
2	12	24	48	72	80	96	120	144	288	1,440
3	18	36	72	108	120	144	180	216	432	2,160
4	24	48	96	144	160	192	240	288	576	2,880
5	30	60	120	180	200	240	300	360	720	3,600
6	36	72	144	216	240	288	360	432	864	4,320
7	42	84	168	252	280	336	420	504	1,008	5,040
8	48	96	192	288	320	384	480	576	1,152	5,760
9	54	108	216	324	360	432	540	648	1,296	6,480
10	60	120	240	360	400	480	600	720	1,440	7,200
11	66	132	264	396	440	528	660	792	1,584	7,920
12	72	144	288	432	480	576	720	864	1,728	8,640
13	78	156	312	468	520	624	780	936	1,872	9,360
14	84	168	336	504	560	672	840	1,008	2,016	10,080
15	90	180	360	540	600	720	900	1,080	2,160	10,800
16	96	192	384	576	640	768	960	1,152	2,304	11,520
17	102	204	408	612	680	816	1,020	1,224	2,448	12,240

Table showing number of cans or other units in 1 to 100 packages—Continued.

Packages.	Number of cans or other units in packages.									
18	108	216	432	648	720	864	1,080	1,296	2,592	12,960
19	114	228	456	684	760	912	1,140	1,368	2,736	13,680
20	120	240	480	720	800	960	1,200	1,440	2,880	14,400
21	126	252	504	756	840	1,008	1,260	1,512	3,024	15,120
22	132	264	528	792	880	1,056	1,320	1,584	3,168	15,840
23	138	276	552	828	920	1,104	1,380	1,656	3,312	16,560
24	144	288	576	864	960	1,152	1,440	1,728	3,456	17,280
25	150	300	600	900	1,000	1,200	1,500	1,800	3,600	18,000
26	156	312	624	936	1,040	1,248	1,560	1,872	3,744	18,720
27	162	324	648	972	1,080	1,296	1,620	1,944	3,888	19,440
28	168	336	672	1,008	1,120	1,344	1,680	2,016	4,032	20,160
29	174	348	696	1,044	1,160	1,392	1,740	2,088	4,176	20,880
30	180	360	720	1,080	1,200	1,440	1,800	2,160	4,320	21,600
31	186	372	744	1,116	1,240	1,488	1,860	2,232	4,464	22,320
32	192	384	768	1,152	1,280	1,536	1,920	2,304	4,608	23,040
33	198	396	792	1,188	1,320	1,584	1,980	2,376	4,752	23,760
34	204	408	816	1,224	1,360	1,632	2,040	2,448	4,896	24,480
35	210	420	840	1,260	1,400	1,680	2,100	2,520	5,040	25,200
36	216	432	864	1,296	1,440	1,728	2,160	2,592	5,184	25,920
37	222	444	888	1,332	1,480	1,776	2,220	2,664	5,328	26,640
38	228	456	912	1,368	1,520	1,824	2,280	2,736	5,472	27,360
39	234	468	936	1,404	1,560	1,872	2,340	2,808	5,616	28,080
40	240	480	960	1,440	1,600	1,920	2,400	2,880	5,760	28,800
41	246	492	984	1,476	1,640	1,968	2,460	2,952	5,904	29,520
42	252	504	1,008	1,512	1,680	2,016	2,520	3,024	6,048	30,240
43	258	516	1,032	1,548	1,720	2,064	2,580	3,096	6,192	30,960
44	264	528	1,056	1,584	1,760	2,112	2,640	3,168	6,336	31,680
45	270	540	1,080	1,620	1,800	2,160	2,700	3,240	6,480	32,400
46	276	552	1,104	1,656	1,840	2,208	2,760	3,312	6,624	33,120
47	282	564	1,128	1,692	1,880	2,256	2,820	3,384	6,768	33,840
48	288	576	1,152	1,728	1,920	2,304	2,880	3,456	6,912	34,560
49	294	588	1,176	1,764	1,960	2,352	2,940	3,528	7,056	35,280
50	300	600	1,200	1,800	2,000	2,400	3,000	3,600	7,200	36,000
51	306	612	1,224	1,836	2,040	2,448	3,060	3,672	7,344	36,720
52	312	624	1,248	1,872	2,080	2,496	3,120	3,744	7,488	37,440
53	318	636	1,272	1,908	2,120	2,544	3,180	3,816	7,632	38,160
54	324	648	1,296	1,944	2,160	2,592	3,240	3,888	7,776	38,880
55	330	660	1,320	1,980	2,200	2,640	3,300	3,960	7,920	39,600
56	336	672	1,344	2,016	2,240	2,688	3,360	4,032	8,064	40,320
57	342	684	1,368	2,052	2,280	2,736	3,420	4,104	8,208	41,040
58	348	696	1,392	2,088	2,320	2,784	3,480	4,176	8,352	41,760
59	354	708	1,416	2,124	2,360	2,832	3,540	4,248	8,496	42,480
60	360	720	1,440	2,160	2,400	2,880	3,600	4,320	8,640	43,200
61	366	732	1,464	2,196	2,440	2,928	3,660	4,392	8,784	43,920
62	372	744	1,488	2,232	2,480	2,976	3,720	4,464	8,928	44,640
63	378	756	1,512	2,268	2,520	3,024	3,780	4,536	9,072	45,360
64	384	768	1,536	2,304	2,560	3,072	3,840	4,608	9,216	46,080
65	390	780	1,560	2,340	2,600	3,120	3,900	4,680	9,360	46,800
66	396	792	1,584	2,376	2,640	3,168	3,960	4,752	9,504	47,520
67	402	804	1,608	2,412	2,680	3,216	4,020	4,824	9,648	48,240
68	408	816	1,632	2,448	2,720	3,264	4,080	4,896	9,792	48,960
69	414	828	1,656	2,484	2,760	3,312	4,140	4,968	9,936	49,680
70	420	840	1,680	2,520	2,800	3,360	4,200	5,040	10,080	50,400
71	426	852	1,704	2,556	2,840	3,408	4,260	5,112	10,224	51,120
72	432	864	1,728	2,592	2,880	3,456	4,320	5,184	10,368	51,840
73	438	876	1,752	2,628	2,920	3,504	4,380	5,256	10,512	52,560
74	444	888	1,776	2,664	2,960	3,552	4,440	5,328	10,656	53,280
75	450	900	1,800	2,700	3,000	3,600	4,500	5,400	10,800	54,000
76	456	912	1,824	2,736	3,040	3,648	4,560	5,472	10,944	54,720
77	462	924	1,848	2,772	3,080	3,696	4,620	5,544	11,088	55,440
78	468	936	1,872	2,808	3,120	3,744	4,680	5,616	11,232	56,160
79	474	948	1,896	2,844	3,160	3,792	4,740	5,688	11,376	56,880
80	480	960	1,920	2,880	3,200	3,840	4,800	5,760	11,520	57,600
81	486	972	1,944	2,916	3,240	3,888	4,860	5,832	11,664	58,320
82	492	984	1,968	2,952	3,280	3,936	4,920	5,904	11,808	59,040
83	498	996	1,992	2,988	3,320	3,984	4,980	5,976	11,952	59,760
84	504	1,008	2,016	3,024	3,360	4,032	5,040	6,048	12,096	60,480
85	510	1,020	2,040	3,060	3,400	4,080	5,100	6,120	12,240	61,200
86	516	1,032	2,064	3,096	3,440	4,128	5,160	6,192	12,384	61,920
87	522	1,044	2,088	3,122	3,480	4,176	5,220	6,264	12,528	62,640
88	528	1,056	2,112	3,168	3,520	4,224	5,280	6,336	12,672	63,360
89	534	1,063	2,136	3,204	3,560	4,272	5,340	6,408	12,816	64,080
90	540	1,080	2,160	3,240	3,600	4,320	5,400	6,480	12,960	64,800
91	546	1,092	2,184	3,276	3,640	4,368	5,460	6,552	13,104	65,520
92	552	1,104	2,208	3,312	3,680	4,416	5,520	6,624	13,248	66,240
93	558	1,116	2,232	3,348	3,720	4,464	5,580	6,696	13,392	66,960
94	564	1,128	2,256	3,384	3,760	4,512	5,640	6,768	13,536	67,680
95	570	1,140	2,280	3,420	3,800	4,560	5,700	6,840	13,680	68,400
96	576	1,152	2,304	3,456	3,840	4,608	5,760	6,912	13,824	69,120
97	582	1,164	2,328	3,492	3,880	4,656	5,820	6,984	13,968	69,840
98	588	1,176	2,352	3,528	3,920	4,704	5,880	7,056	14,112	70,560
99	594	1,188	2,376	3,564	3,960	4,752	5,940	7,128	14,256	71,280
100	600	1,200	2,400	3,600	4,000	4,800	6,000	7,200	14,400	72,000

331.

PROPERTY AUTHORIZED AT POSTS.

The following list comprises all the articles of subsistence property that are usually needed in the transaction of the business of the Subsistence Department in garrison. Articles not italicised may be dropped from an accountable officer's returns upon his certificate that they have been expended in public service. Articles italicised, when worn out by fair wear and tear in the service, should be submitted to an inspector.

Articles.	Kinds, sizes, etc.
STATIONERY.	
Bands, rubber	Sizes as required.
Baskets, waste paper	Wire, 11 by 13 inches.
Baths, blotter	10 by 12 inches.
Bells, desk	Small.
Books:	
Cash—	
4-quire	Leather back and corners, back lettered cash book, 4-quire.
8-quire	Half sheep, round corners, back lettered cash book, 8-quire.
Copying	10 by 12 inches, 500 leaves.
Journal, 4-quire	Cloth back and corners, round edge.
Memorandum	4 by 6¾ inches, $, ¢, leather.
Record, 4-quire	Cloth back and corners, round edge.
Bowls, letter press	Kind required.
Brushes, letter press	3½ inches, best quality.
Calendars, memorandum	For desks.
Clips, letter:	
Small	In boxes, kind desired.
Spring	Sizes as required.
Composition, hectograph	
Cups, sponge	Bankers', desired size.
Envelopes	Nos. 6, 9, and 11. Purchased under annual contract made by Postmaster-General. See paragraph 245 of this Manual.
Erasers:	
Rubber	Kind required.
Knife-blade	Best quality steel.
Eyelets	Kind required.
Fasteners, paper	In boxes, kind desired.
Files:	
Letter	Spindle.
Order	Sizes as required.
Fixtures, roll-paper	18 and 24 inches. Not more than two to a post.
Folders, paper	Bone or celluloid, 10-inch.
Hectographs	
Ink:	
Black	Quart bottles.
Copying	Do.
Crimson	2-ounce bottles.
Hectograph	Small bottles.
Inkstands	Glass, 2½-inch.
Mucilage	2-ounce reservoirs, quart bottles.
Pads:	
Desk	Kind required.
Self-inking	Do.
Paper:	
Blotting	No. 120.
Carbon, cap	Best quality.
Carbon, letter	Do.
Oiled	Sheets.
Writing—	
Cap	Best quality, thickness desired, ruled or unruled.
Letter	
Folio post	
Wrapping, manila	Reams 36 by 40 inches, folded, 90 pounds to ream, and rolls 25 to 30 pounds.
Paste	Glass jars, with brush.
Pencils:	
Black	American manufacture.
Blue and red	
Indelible	
Penholders	Rubber or wood.
Pens:	
Ruling	Small.
Steel	Coarse, fine and stub, gross boxes.
Pins	Pyramid, No. 5.
Presses, letter	Cost not to exceed $8.
Protectors, check	One for each commissary office; cost not to exceed $2.
Punches, eyelet	
Racks, pen	Iron.
Rests, arm	Sizes as required.
Rulers	Beech or boxwood, 18-inch, brass edge.

Articles.	Kinds, sizes, etc.
STATIONERY—continued.	
Scissors	
Seals	Red paper, gummed.
Shears	Bankers', 9 inch
Sheets, blotter, bath	10 by 12 inches.
Sponges	Fine, for cups.
Stamps:	
Rubber	Kind required.
Metal	Do.
Tablets:	
Duplicating	Note or letter size.
Letter—	
Pen	Ruled or unruled.
Pencil	Do.
Note—	
Pen	Do.
Pencil	Do.
Triplicating	Note or letter size.
Tape, red	No. 19.
Wax, sealing	Red, 4-ounce sticks.
Weights, paper	Metal.
OFFICE FURNISHINGS.	
Bowls, wash	Cost with pitcher not to exceed $5.
Brooms:	
Corn	27 pounds to the dozen.
Whisk	Medium size.
Brushes:	
Dust	
Feather duster	Cost not to exceed $2.
Scrubbing	
Window	
Buckets, galvanized iron	16-quart.
Cases:	
Blanks	One to each commissary office; cost not to exceed $50.
Records	Kinds required for keeping card records.
Chairs, office	Not exceeding 6 to each office, and not more than 2 of the 6 to be revolving chairs; revolving chairs to cost not more than $10 and office chairs not more than $5.
Coolers, water	Cost, including stand, not to exceed $10.
Cuspidors	Metal.
Desks, office	Flat top; not more than 1 for each officer and clerk; cost not to exceed $30.
Dishes, soap	
Dustpans	Japanned.
Linoleum	Square yards.
Mats:	
Door	Wool border.
Linoleum	5 feet square.
Mirrors, washstand	Cost not to exceed $5.
Pitchers, wash	Cost with bowl not to exceed $5.
Racks, towel	
Rugs, carpet	5 feet square.
Safes, office	Cost not to exceed $125.
Shades, window	Linen, opaque.
Soap:	
Scouring	
Toilet	
Stands:	
Letter press	Cost not to exceed $8.
Water cooler	
Sweepers, carpet	
Tables, office	One for each office room; cost not to exceed $10.
Thermometers, office	Cost not to exceed $1.
Towels, huck	Authorized as property only for offices of chief and purchasing commissaries; issued as stores to commissaries at posts on ration returns.
Tumblers	
Wardrobes	One for each office; cost not to exceed $10.
Washstands	Cost not to exceed $6.
POST BAKE OVENS AND APPARATUS PERTAINING THERETO.	
Boilers, large	14 by 14 by 24 inches, with bib, for small posts; about 1½ horsepower for large posts.
Bowls, chopping	19-inch.
Boxes, proof	32 by 25 by 6 inches, of ½-inch poplar.
Cans, galvanized iron	26 inches high, 20 inches diameter.
Clocks	24-hour, alarm.
Colanders	12-inch (IC) tin.
Crocks	Stone, 5-gallon.

Articles.	Kinds, sizes, etc.
POST BAKE OVENS AND APPARATUS PERTAINING THERETO—continued.	
Lamps, oven	Oil, gas, or electric.
Mashers, potato	Double wire, retinned, wood handle.
Mixers, dough	For large posts only.
Ovens	Of capacity required.
Pans, bread	1-ration, 8½ by 4 inch bottom; 9½ by 5 inch top; 2¾ inches deep.
	2-ration, 24 by 12 by 3½ inches.
Peels, bakers'	10-inch blade, 15-foot handle.
Pokers, oven	About 6 feet long, bent.
Racks, proof	Galvanized iron, portable, capacity about 480 rations.
Refrigerators	Heavily insulated, size required.
Scales, dough	With tin scoop; capacity, 10 pounds.
Scoops, flour	IC tin, large size.
Scrapers, dough	Wooden handle, 6-inch steel blade.
Sieves, flour	18-inch; wood frame, No. 16 mesh.
Spatulas	6-inch blade.
Tables, kneading	11 feet long, 3 feet wide, 2 feet 9 inches high.
Thermometers:	
Dough	120° Fahrenheit.
Oven	700° Fahrenheit.
Water	212° Fahrenheit.
Troughs, dough	Metal, on wheels; or wood, on trestles.
MISCELLANEOUS.	
Axes	Cast steel, 4½ to 6 pounds.
Bags, paper	Sizes 1, 3, 5, 10, 16, 25, and 50 pounds of strength 10, 15, 20, 25, 30, 50, and 100 pounds, respectively.
Blades, meat-saw	22-inch.
Blocks, meat	24 or 36 inch.
Brushes:	
Marking	Bristle, No. 4.
Stencil	
Candlesticks	
Canisters, tea	Cylindrical, japanned, screw-top. Not exceeding four to each post.
Chamois skins	About 2½ feet square.
Chests, ice	Cost not to exceed $15.
Cleavers	8-inch.
Covers, barrel	Diameter required.
Faucets:	
Metal	
Wood	
Funnels	XXX tin, sizes as required.
Gates, molasses	Self-measuring.
Glue, liquid	Pint cans, screw-top.
Hammers, claw	Weight, 1½ or 2 pounds; 14-inch handle.
Handles:	
Ax	
Hammer	14-inch.
Hatchet	Do.
Mop	
Hatchets:	
Claw	Weight, 2 pounds; 14-inch handle.
Ice	
Holders, twine	Bee hive.
Hooks:	
Box	
Meat	Tinned hook or bar, No. 3 or 4.
Ink, marking	Quarts.
Knives, butcher	8, 10, or 16 inch.
Lampblack	Pounds.
Matches, safety	Authorized as property only for offices of chief and purchasing commissaries; issued as stores to commissaries at posts on ration returns.
Measures, liquid	XXX tin; sizes as needed.
Mops	With or without handles.
Nails	Sizes desired.
Needles, packing	
Oil, lubricating	
Openers:	
Box	Steel, 12 inch.
Can	
Padlocks	When not supplied by Quartermaster's Department.
Pots:	
Marking	Tin.
Watering	4 gallon, japanned.
Powder, insect	½-pound packages.
Pullers, nail	
Saws:	
Hand	Crosscut or rip.
Meat	22 inch.

Articles.	Kinds, size, etc.
MISCELLANEOUS—continued.	
Scales:	
Counter	Plain, about 240 pounds capacity.
Platform	Capacity, 1,000 pounds; cost not to exceed $50.
Spring balance	Circular, brass front, 30-pound capacity.
Scoops	XXX tin; sizes as required.
Scrapers, box	Adjustable.
Screw-drivers	Flat blade, 8 inch.
Shovels	Short or long handle.
Sieves, flour	Tin rim.
Skids	As desired.
Starters, bung	
Steels, butcher	14 inch.
Tags, shipping	
Tap borer	
Tongs, ice	
Traps:	
Mouse	Wire.
Rat	Do.
Trucks	Cost not to exceed $20.
Turpentine	As required.
Twine:	
Cotton or hemp	3 ply; 4-ounce balls.
Sacking	
Whetstones	
Wringers, mop	

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KITCHEN CAR EQUIPMENT.

2 basins, hand.
2 boards, bread.
2 boilers, round, 35-gallon.
2 boilers, round, 80-gallon.
2 boilers, square, 28-gallon.
2 boilers, square, 35-gallon.
4 boxes, cash.
2 boxes, ice.
4 brushes, scrubbing.
8 buckets, 5-gallon.
12 cans, milk.
2 chests, utensil.
2 cleavers, meat.
2 crates, boiler and can.
2 cutters, biscuit.
2 cutters, meat.
8 dippers, ½-gallon.
36 dredges, salt.
20 dredges, pepper.
8 forks, cook.
2 forks, meat.
2 hatchets, stake.
2 irons, soldering, 1½-pound.
2 knives, bread.
2 knives, butcher, 10-inch.
2 knives, butcher, 12-inch.
6 knives, paring.
8 ladles, pint.
2 mashers, potato.
12 openers, can.
4 pans, bake, large.
8 pans, bake, small.
14 pans, dish, 19-inch.
2 pans, frying, 10-inch.
2 pans, sauce, 2-quart.
330 plates, enamel.
2 ranges.
2 rolling-pins, 20-inch.
2 cans rosin.
2 saws, meat, 20-inch.
2 screw-drivers, 6-inch.
2 shears, tinners', 4-inch.
2 sieves, flour, 13-inch.
2 skimmers.
10 spoons, 11½-inch.
2 spoons, 18-inch.
2 steels, butcher, 12-inch.
2 tanks, galvanized iron, 55-gallon.
2 tanks, galvanized iron, 70-gallon.
40 towels, 1-yard.
2 turners, cake.
2 wrenches, monkey, 12-inch.
2 wrenches, Stillson, 18-inch.

333.

EXCHANGE OF OLD TYPEWRITERS OR OTHER UNSERVICEABLE SUPPLIES FOR NEW, IN PART PAYMENT.

Circular No. 1.] WAR DEPARTMENT,
Washington, January 3, 1906.

The following opinion of the Judge-Advocate-General of the Army relative to the exchange of typewriting machines is published to the Army for the information and guidance of all concerned:

[3d indorsement.]

WAR DEPARTMENT,
JUDGE-ADVOCATE-GENERAL'S OFFICE,
August 12, 1905.

Respectfully returned to The Military Secretary.

On December 19, 1904, this office, in answer to a similar question, gave an opinion which appears to fully cover the present case. The opinion is as follows:

The opinion of this office is desired as to the legality of authorizing the exchange of an old typewriter purchased from appropriations for the Commissary Department for a new one for the same department—the Government to be allowed $35 therefor on the regular Government price of $80—the old typewriter being unserviceable, "out of date and obsolete," and the purpose of the company being to remove it from the market.

The exchange of unserviceable supplies for new, in part payment, is a common business transaction, and is lawful provided such disposition of the proceeds of the old supplies is made as conforms to the statutes. In respect to property purchased for the improvement of rivers and harbors, authority is given for the sale of unserviceable property so acquired, and to credit the proceeds to the appropriation for the work for which it was purchased. (Sec. 5, act of June 13, 1902; 32 Stat. L., 373.) Under the provisions of this statute an exchange of old supplies may be made for new without necessitating any transfer of appropriations. (9 Comp. Dec., 311.) As to property with respect to which there is no such provision, section 3618, Revised Statutes, as amended by the act of June 8, 1896 (29 Stat. L., 268), requires all proceeds of old material, condemned stores, supplies, or other unserviceable property to be deposited and covered into the Treasury as a miscellaneous receipt "on account of proceeds of Government property." This precludes an absolute exchange, such as is now proposed, since the value of the old typewriter would enure to the benefit of the appropriation from which the new is to be purchased, instead of being credited to miscellaneous receipts.

In a decision dated April 22, 1899 (5 Comp. Dec., 716), which is clearly applicable to the case under consideration, the Comptroller pointed out a way of securing to the Government the benefit of the transaction in accordance with the requirements of the law, as follows:

If, however, you find that the old machine can be sold to better advantage to the vender of the new machine, in part payment of the same, you can accomplish the object of the law in this manner:

"You can turn in the old typewriter at an agreed valuation, taking a receipt for the full cost of the new one, to be used as a voucher in your account, by paying only the difference in cost. You should at the same time deposit from the appropriation in your hands an amount equal to that allowed on the old machine.

"The practical effect of this transaction would be to pay for the new machine entirely from the appropriation, and to give the Government the benefit of the sale of the old one, thus accomplishing the object of the law." (See 15 Opins. A. G., 322.)

Whether you adopt this course, or sell the old typewriter outright, the proceeds should be deposited with the Treasurer of the United States, an assistant treasurer, or some designated depositary, as a "miscellaneous receipt on account of proceeds of Government property sale of typewriter."

JNO. BIDDLE PORTER,
Acting Judge-Advocate-General.

By order of the Secretary of War:

ADNA R. CHAFFEE,
Lieutenant-General, Chief of Staff.

334.

TABLE OF CERTAIN FOREIGN WEIGHTS AND MEASURES, WITH AMERICAN EQUIVALENTS.

Denominations.	Where used.	American equivalents.
Arobe	Paraguay	25 pounds.
Arroba (dry)	Argentine Republic	25.3171 ponuds.
Do	Brazil	32.38 pounds.
Do	Cuba	25.3664 pounds.
Do	Venezuela	25.4024 pounds.
Arroba (liquid)	Cuba and Venezuela	4.263 gallons.
Barril	Argentine Republic and Mexico	20.0787 gallons.
Bouw	Sumatra	7,096.5 square meters.
Bu	Japan	0.1 inch.
Carga	Mexico and Salvador	300 pounds.
Catty	China and Japan	1⅓ pounds.
Do	Java, Siam, and Malacca	1.35 pounds.
Do	Sumatra	2.12 pounds.
Centaro	Central America	4.2631 gallons.
Chih	China	14 inches.
Coyan	Siam (Koyan)	2,667 pounds.
Cuadra	Argentine Republic	4.2 acres.
Do	Paraguay	78.9 yards.
Do	Paraguay (square)	8.077 square feet.
Do	Uruguay	Nearly 2 acres.
Fanega (dry)	Central America	1.5745 bushels.
Do	Chile	2.575 bushels.
Do	Cuba	1.599 bushels.
Do	Mexico	1.54728 bushels.
Do	Uruguay (double)	7.776 bushels.
Do	Uruguay (single)	3.888 bushels.
Do	Venezuela	1.599 bushels.
Frasco	Argentine Republic	2.5096 quarts.
Do	Mexico	2.5 quarts.
League (land)	Paraguay	4.633 acres.
Li	China	2,115 feet.
Libra (pound)	Argentine Republic	1.0127 pounds.
Do	Central America	1.043 pounds.
Do	Chile	1.014 pounds.
Do	Cuba	1.0161 pounds.
Do	Mexico	1.01465 pounds.
Do	Peru	1.0143 pounds.
Do	Uruguay	1.0143 pounds.
Do	Venezuela	1.0161 pounds.
Livre (pound)	Guiana	1.0791 pounds.
Marc	Bolivia	0.507 pound.
Milla	Nicaragua and Honduras	1.1493 miles.
Picul	Borneo and Celebes	135.64 pounds.
Do	China, Japan, and Sumatra	133⅓ pounds.
Do	Java	135.1 pounds.
Do	Philippine Islands	137.9 pounds.
Pie	Argentine Republic	0.9478 foot.
Quintal	do	101.42 pounds.
Do	Brazil	130.06 pounds.
Do	Chile, Mexico, and Peru	101.61 ponuds.
Do	Newfoundland (fish)	112 pounds.
Do	Paraguay	100 pounds.
Se	Japan	0.02451 acre.
Shaku	do	11.9305 inches.
Sh)	do	1.6 quarts.
Suerte	Uruguay	2,700 cuadras. (See cuadra.)

Table of certain foreign weights and measures, with American equivalents—Continued.

Denominations.	Where used.	American equivalents.
Sun	Japan	1.193 inches.
Tael	Cochin China	590.75 grains (troy).
Tan	Japan	0.25 acre.
To	do	2 pecks.
Tsubo	do	6 feet square.
Tsun	China	1.41 inches.
Vara	Argentine Republic	34.1208 inches.
Do	Central America	33.874 inches.
Do	Chile and Peru	33.367 inches.
Do	Cuba	33.384 inches.
Do	Mexico	33 inches.
Do	Paraguay	34 inches.
Do	Venezuela	33.384 inches.

335.

THE METRIC SYSTEM OF WEIGHTS AND MEASURES.

MEASURES OF LENGTH.

Metric denominations.	Equivalents in denominations in use.
Myriameter	6.2137 miles.
Kilometer	0.62137 mile, or 3,280 feet 10 inches.
Hectometer	328 feet 1 inch.
Dekameter	393.7 inches.
Meter	39.37 inches.
Decimeter	3.937 inches.
Centimeter	0.3937 inch.
Millimeter	0.0394 inch.

MEASURES OF SURFACE.

Hectare	2,471 acres.
Are	119.6 square yards.
Centare	1,550 square inches.

MEASURES OF CAPACITY.

Metric denominations.	Equivalents in denominations in use.	
	Dry measure.	Liquid or wine measure.
Kiloliter, or stere	1.308 cubic yards	264.17 gallons.
Hectoliter	2.838 bushels	26.417 gallons.
Dekaliter	9.08 quarts	2.6417 gallons.
Liter	0.908 quart	1.0567 quarts.
Deciliter	6.1022 cubic inches	0.845 gill.
Centiliter	0.6102 cubic inch	0.338 fluid ounce.
Milliliter	0.061 cubic inch	0.27 fluid dram.

WEIGHTS.

Metric denominations.	Equivalents in denominations in use (avoirdupois weight).
Millier, or tonneau	2,204.6 pounds.
Quintal	220.46 pounds.
Myriagram	22.046 pounds.
Kilogram, or kilo	2.2046 pounds.
Hectogram	3.5274 ounces.
Dekagram	0.3527 ounces.
Gram	15.432 grains.
Decigram	1.5432 grains.
Centigram	0.1543 grain.
Milligram	0.0154 grain.

COMMON MEASURES AND WEIGHTS, WITH THEIR METRIC EQUIVALENTS.

The following are some of the measures in common use, with their equivalents in measures of the metric system:

Common measures.	Equivalents.	Common measures.	Equivalents.
An inch	2.54 centimeters.	A cubic yard	0.7646 cubic meter.
A foot	0.3048 meter.	A cord	3.624 steres.
A yard	0.9144 meter.	A liquid quart	0.9465 liter.
A rod	5.029 meters.	A gallon	3.786 liters.
A mile	1.6093 kilometers.	A dry quart	1.101 liters.
A square inch	6.452 square centimeters.	A peck	8.811 liters.
A square foot	0.0929 square meter.	A bushel	35.24 liters.
A square yard	0.8361 square meter.	An ounce avoirdupois	28.35 grams.
A square rod	25.29 square meters.	A pound avoirdupois	0.4536 kilogram.
An acre	0.4047 hectare.	A ton	0.9072 tonneau.
A square mile	259 hectares.	A grain troy	0.0648 gram.
A cubic inch	16.39 cubic centimeters.	An ounce troy	31.104 grams.
A cubic foot	0.02832 cubic meter.	A pound troy	0.3732 kilogram.

336.

EFFICIENCY REPORTS OF EMPLOYEES IN THE SUBSISTENCE DEPARTMENT AT LARGE.

With a view of making promotions wholly upon a basis of merit, in pursuance of the order of the President to that end, every officer under whose direction classified employees in the Subsistence Department at Large may be serving will prepare semiannually, on the 31st day of December and the 30th day of June, a report, showing upon a scale of 100 the efficiency of each such employee. Two copies of this report will be forwarded to the Commissary-General as soon as possible after the dates above mentioned.

The names in each class or grade will be entered in the order of merit, those with the same efficiency figure being arranged according to length of service in the Department.

All promotions in the classified service shall be made in the order of merit as established by the last semiannual efficiency report, subject to such examination as may hereafter be ordered under civil-service rules: *Provided*, That any person entitled to promotion under these provisions who shall become markedly inefficient or be guilty of any serious misconduct after the preparation of the last semiannual efficiency report, shall forfeit the right to promotion, and the same shall accrue to the next eligible person on the list.

Those who fail during any six months to attain an efficiency rating of 70 will be regarded as deficient in their respective classes and subject to regrading, and will, in the discretion of the chief of bureau or office, be reported to the Secretary of War for reduction. All who, on two consecutive reports, fall below 70 in efficiency, will be invariably reported for reduction.

All who, on two consecutive reports, fall below 60 in efficiency will be reported for discharge.

A sample form of blank upon which this report will be made is shown below:

Efficiency report of classified employees of the Subsistence Department at Large, _____
(Office or station.)
for the six months ending_____, 19__

Lineal No. in class.	Name.	Position.	Class.	Compensation.	Efficiency (scale 100).	Remarks.
1	John Brown	Clerk	2	$1,400	93	
2	James Smith	do	2	1,400	91	

MISCELLANEOUS.

337.

BRICK OVENS AT POSTS.

Firing.—An oven that has never been fired should be heated with a slow fire for not less than two days, with the dampers open to allow moisture from the material of which the oven is constructed to escape.

In firing an oven for baking open the draft dampers, close the gas dampers (those above the fireplace), and open the ash-pit door. Build the fire in the fireplace, and as soon as it is well started put in all the fuel that is needed for heating the oven. Keep the dampers this way until the fuel is nearly consumed, then close draft dampers and ash-pit door. Ovens once installed should not be allowed to grow cold except when repairs are required.

To prevent the grates from burning out, the fire should be kept clean at all times and ashes should not be allowed to accumulate in the ash pit. Over-firing should be carefully guarded against.

Tiles.—Furnace tiles should be installed by a mechanic familiar with such work. When properly installed they should last about three years. On account of liability of cracking the tiles water should not be thrown into the oven to cool it nor be used to any extent in washing it out. When necessary to mop out an oven to free it from dust, ashes, etc., a dampened gunny sack on a long pole may be used.

Repairs.—Any mechanic can replace damaged grates, but more extensive repairs to an oven, especially those requiring brickwork, should be made by a mechanic familiar with oven construction.

338.

FIELD OVENS.

Firing.—To fire the ordinary furnace oven supplied for field use (that is, an oven that is heated by building a fire within it), a small quantity of wood is placed in the oven near the front and ignited, the door being kept open to afford a better draft. Small quantities of wood should then be added as combustion progresses. In this way the fuel will burn more freely and the oven be more quickly heated than if all the fuel necessary for heating were put in at once.

As soon as the oven is well heated it should be raked out and the door closed and kept so for about twenty minutes, to allow the heat to become evenly distributed. The dough is then introduced.

To prevent possible danger of lead poisoning, wood that has been painted should not be used for fuel.

339.

TRAINING SCHOOLS FOR BAKERS AND COOKS.

Training schools for bakers and cooks are established by War Department orders at designated posts, under the immediate charge of an officer of the Subsistence Department. The classes under instruction are composed of specially selected men, of common school education, who manifest a desire to learn the trade of baker or cook and who show aptitude for the work. Prizes are established by the Secretary of War for graduates of greatest proficiency.

Enlisted men may be detailed on extra duty as assistant instructors at the schools for bakers and cooks at 50 cents a day. Subject to the approval of the Commissary-General, such civilian labor may be employed as may be found necessary, to be paid for out of subsistence funds.

340.

COLD STORAGE SPACE REQUIRED FOR BEEF AND MUTTON.

If stored flat, 1 ton of frozen beef requires 100 cubic feet of space and 1 ton of mutton 120 cubic feet. If stored hanging, the same quantity of beef requires 180 cubic feet and of mutton 200 cubic feet.

341.

EXTRACT FROM ARMY REGULATIONS, 1908.

ARTICLE LXXV.

SUBSISTENCE DEPARTMENT.

NOTE.—Regulations for the government of the Subsistence Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Commissary-General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL DUTIES.

1204. The Subsistence Department supplies, from funds duly appropriated for that purpose, subsistence for enlisted men and others entitled thereto, and also supplies articles for authorized sales and issues.

The Commissary-General furnishes lists of articles authorized to be kept for sale, and gives instructions for procuring, distributing, issuing, selling, and accounting for all subsistence supplies.

COMMISSARIES.

1205. Purchasing commissaries make purchases of supplies in accordance with Article LI, and distribute them as directed. Upon direct calls of chief commissaries they transfer to commissaries of posts and stations such funds from the appropriation "Subsistence of the Army" and such authorized subsistence supplies as chief commissaries, under instructions from department commanders, deem necessary.

1206. A chief commissary will make calls upon purchasing commissaries designated by the Commissary-General for funds and supplies for posts and stations supervised by him, and under instructions from the Commissary-General will furnish funds and supplies to posts within his department which are exempted from the supervision of the department commander. He will keep a commissary book for each post and station, and decide whether the quantities of articles called for on requisitions should be allowed, increased, or diminished.

1207. Commissaries will make timely estimates and requisitions, approved by their commanding officers, for funds and supplies for the troops with which they serve, and forward them, through military channels, to the chief commissaries. If any of the supplies can be obtained advantageously in the vicinity of the places where needed, the fact will be noted in detail on the requisitions by the commissaries.

SUBSISTENCE SUPPLIES IN BULK.

1208. Subsistence supplies comprise—

1. Subsistence stores, consisting of articles composing the ration, those for other authorized issues, and those furnished for sale to officers and enlisted men.

2. Subsistence property, consisting of the necessary means for testing, handling, preserving, issuing, selling, and accounting for these stores, and cooking apparatus in the field and when traveling (except on transports), bake ovens and apparatus pertaining thereto.

1209. When articles of food in good condition furnished for sale have accumulated at a post, and will become damaged if kept on hand solely for sale, the excess may be issued to troops in lieu of parts of the ration of equal money value on request of company commanders for such issue. In case of articles which are equivalents of some of the components of the ration, issues may be made in the quantities prescribed for the components. No stores thus issued are to be bought by the commissary as savings.

When canned baked beans accumulate at a post in excess of anticipated demands for travel rations or for sale, they may, to prevent loss by deterioration, be issued, upon the order of the commanding officer, at the rates prescribed for that article when issued as part of the travel ration.

1210. Stores longest on hand, if in fit condition, will be first issued, sold, or shipped.

1211. Subsistence supplies in good condition, but not required for use, will be disposed of under the direction of the Commissary-General. In urgent cases, such as sudden abandonment of a post, liability to rapid deterioration, etc., they may be sold, or otherwise properly disposed of, on the recommendation of an inspecting officer, approved by a commanding general.

1212. Subsistence supplies will not be transferred gratuitously to another staff department, nor obtained, issued, sold, or otherwise disposed of, except as authorized by regulations.

TRANSFERS IN BULK.

1213. When subsistence supplies are to be transported, the invoicing commissary will make timely requisition in writing upon the proper quartermaster, stating as nearly as possible the kind and amount of supplies to be transported, when they will be ready for delivery, when they should reach their destination, and any other information relating thereto which the quartermaster should possess. The commissary will give the quartermaster invoices in duplicate of the packages and their contents as marked and obtain from him receipts in duplicate. The commissary will forward similar invoices in duplicate to the consignee and obtain receipts in duplicate from him.

STOREHOUSES.

1214. Storehouses, sheds, paulins, or other means of covering and protecting subsistence supplies will ordinarily be provided by the Quartermaster's Department.

1215. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near subsistence storehouses.

FRESH MEATS.

1216. Fresh meats from the block will usually be provided for troops by contract. Beef cattle will ordinarily be purchased only when necessary for supplying beef to troops in campaign or on the march.

THE RATION.

1217. A ration is the allowance for the subsistence of one person for one day and varies in components according to the station of the troops or the nature of the duty performed, being severally known as the garrison ration, the field ration, the haversack ration, the travel ration, the Filipino ration, and the

emergency ration. The garrison ration is issued to troops in garrison or in permanent camps; the field ration to troops not in garrison or permanent camps; the haversack ration to troops in the field in active campaign when transportation is limited; the travel ration to troops traveling otherwise than by marching and separated from cooking facilities; the Filipino ration for use of the Philippine Scouts, and the emergency ration to troops in active campaign for use on occasions of emergency.

The commanding officer will determine which of the several prescribed rations is appropriate for the particular service to be performed and will direct the issue of the same.

After troops have, through the exigencies of the service, subsisted on the field or haversack ration the commanding general may, in written orders, direct the issue in kind of specified articles of subsistence stores of money value equal to the difference in the price between the field or haversack ration issued to and used by such troops and the price of the same number of garrison rations. Such issue will be made only when necessary for the health and comfort of the troops and will be independent of and in addition to the ration issues being made, but such issues will not be ordered after sixty days from the last date on which the troops were subsisted on the field or haversack ration.

1218. Enlisted men, applicants for enlistment while held under observation, prisoners of war, military prisoners at posts, hospital matrons, and nurses in the Nurse Corps are each entitled to one ration in kind per day, according to the station or the nature of the service; and when the rate of pay of a civilian employed with the Army does not exceed $60 per month, if the circumstances of his service make it necessary and the terms of his engagement provide for it, there may be issued to him in kind one garrison or field ration per day, according to the exigencies of the case. Civilian employees traveling with organzations of troops will be rationed as are the organizations.

1219. Rations will be furnished to officers and men of the Marine Corps and to officers and seamen of the Navy when acting, or proceeding to act, in cooperation with the land forces of the United States, in conformity to the requirements of section 1143 of the Revised Statutes.

1220. The kinds and quantities of the component articles of the army ration and the substitutive equivalent articles which may be issued in place of such components shall be as follows:

1. GARRISON RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh	20 ounces	Mutton, fresh	20 ounces.
		Bacon[1]	12 ounces.
		Canned meat, when impracticable to furnish fresh meat.	16 ounces.
		Hash, corned beef, when impracticable to furnish fresh meat.	16 ounces.
		Fish, dried	14 ounces.
		Fish, pickled	18 ounces.
		Fish, canned	16 ounces.
		Chicken or turkey, dressed, on national holidays when practicable.	16 ounces.
Flour	18 ounces	Soft bread	18 ounces.
		Hard bread, to be ordered issued only when impracticable to use flour or soft bread.	16 ounces.
		Corn meal	20 ounces.
Baking powder	.08 ounce		
Beans	2.4 ounces	Rice	1.6 ounces.
		Hominy	1.6 ounces.

[1] In Alaska, 16 ounces bacon, or, when desired, 16 ounces salt pork, or 22 ounces salt beef.

1. GARRISON RATION—Continued.

Component articles and quantities.		Substitutive articles and quantities.	
Potatoes[1]	20 ounces	Potatoes, canned	15 ounces.
		Onions, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
		Tomatoes, canned, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
		Other fresh vegetables (not canned) when they can be obtained in the vicinity or transported in a wholesome condition from a distance, in lieu of an equal quantity of potatoes, but not exceeding 30 per centum of total issue.	
Prunes[2]	1.28 ounces	Apples, dried or evaporated	1.28 ounces.
		Peaches, dried or evaporated	1.28 ounces.
		Jam, in lieu of an equal quantity of prunes, but not exceeding 50 per centum of total issue.	
Coffee, roasted and ground	1.12 ounces	Coffee, roasted, not ground	1.12 ounces.
		Coffee, green	1.4 ounces.
		Tea, black or green	.32 ounce.
Sugar	3.2 ounces		
Milk, evaporated, unsweetened.	.5 ounce		
Vinegar	.16 gill	Pickles, cucumber, in lieu of an equal quantity of vinegar, but not exceeding 50 per centum of total issue.	
Salt	.64 ounce		
Pepper, black	.04 ounce		
Cinnamon	.014 ounce	Cloves	.014 ounce.
		Ginger	.014 ounce.
		Nutmeg	.014 ounce.
Lard	.64 ounce		
Butter	.5 ounce	Oleomargarine	.5 ounce.
Sirup	.32 gill		
Flavoring extract, lemon	.014 ounce	Vanilla	.014 ounce.

[1] In Alaska the allowance of fresh vegetables will be 24 ounces instead of 20 ounces, or canned potatoes, 18 ounces instead of 15 ounces.

[2] At least 30 per centum of the issue to be prunes when practicable.

NOTE.—Food for troops traveling on United States Army transports will be prepared from the articles of subsistence stores which compose the ration for troops in garrison, varied by the substitution of other articles of authorized subsistence stores, the total cost of the food consumed not to exceed 24 cents per man per day.

2. FIELD RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh, when procurable locally.	20 ounces	Mutton, fresh, when procurable locally	20 ounces.
		Canned meat	16 ounces.
		Bacon	12 ounces.
		Hash, corned beef	16 ounces.
Flour	18 ounces	Soft bread	18 ounces.
		Hard bread	16 ounces.
Baking powder, when ovens are not available.	.64 ounce		
Yeast, dried or compressed, when ovens are available.	.04 ounce		
Beans	2.4 ounces	Rice	1.6 ounces.
		Potatoes, canned	12 ounces.
		Onions, when procurable locally, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
Potatoes, when procurable locally.	16 ounces	Tomatoes, canned, in lieu of an equal quantity of potatoes, but not exceeding 20 per centum of total issue.	
Jam	1.4 ounces		
Coffee, roasted and ground	1.12 ounces	Tea, black or green	.32 ounce.
Sugar	3.2 ounces		
Milk, evaporated, unsweetened.	.5 ounce		
Vinegar	.16 gill	Pickles, cucumber, in lieu of an equal quantity of vinegar, but not exceeding 50 per centum of total issue.	
Salt	.64 ounce		
Pepper, black	.04 ounce		

3. HAVERSACK RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Bacon	12 ounces		
Hard bread	16 ounces		
Coffee, roasted and ground	1.12 ounces		
Sugar	2.4 ounces		
Salt	.16 ounce		
Pepper, black	.02 ounce		

4. TRAVEL RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Soft bread	18 ounces	Hard bread	16 ounces.
Beef, corned	12 ounces	Hash, corned beef	12 ounces.
Beans, baked	4 ounces		
Tomatoes, canned	8 ounces		
Jam	1.4 ounces		
Coffee, roasted and ground	1.12 ounces		
Sugar	2.4 ounces		
Milk, evaporated, unsweetened.	.5 ounce		

5. FILIPINO RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh	12 ounces	Bacon	8 ounces.
		Canned meat	8 ounces.
		Fish, canned	12 ounces.
		Fish, fresh	12 ounces.
Flour	8 ounces	Hard bread	8 ounces.
Baking powder, when in field and ovens are not available.	.32 ounce		
Rice	20 ounces		
Potatoes	8 ounces	Onions	8 ounces.
Coffee, roasted and ground	1 ounce		
Sugar	2 ounces		
Vinegar	.08 gill		
Salt	.64 ounce		
Pepper, black	.02 ounce		

6. EMERGENCY RATION.

The emergency ration is furnished, in addition to the regular ration, as required for troops on active campaign and will not be opened except by order of an officer or in extremity, nor used when regular rations are obtainable.

Ration returns upon which emergency rations are drawn will bear the certificate of the organization commander that such rations are required for the enlisted men of his organization, and that the money value of any rations previously drawn by him and improperly opened or lost has been charged against the person responsible.

Company and detachment commanders are responsible for the proper care and use of emergency rations carried on the person of the soldier.

One day in each alternate month of the season of practical instruction, not exceeding three days in each year, the use of the haversack ration with individual cooking will be required by all troops in the field for purposes of instruction.

NOTE.—Section 6 of paragraph 1220 was amended to read as above by General Orders, No. 139, War Department, August 27, 1908.

1221. When it is contemplated to grow vegetables in a post garden, the post commissary, with the approval of the post commander, will notify the chief commissary of the period during which the post garden may be relied upon to supply vegetables, and that period will be excepted from the operation of any contract that may be made for supplying vegetables to the post.

1222. When troops supplied with travel rations arrive at their destination or rejoin their station, such of the travel rations furnished them in excess of the time actually consumed by the journey as may be in good condition will be turned in to the commissary in exchange for the regular ration, and subsistence upon the latter will thereupon be immediately resumed.

1223. In adjusting charges to be made against enlisted men or others on account of increased expense to the Government for their subsistence, the value of the garrison and field rations will be estimated at 25 cents each; the Filipino ration at 20 cents; and the travel ration at 40 cents.

LIQUID COFFEE.

1224. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels unaccompanied by an officer, and it is impracticable to cook coffee en route, he may be supplied with funds for the purchase of liquid coffee in lieu of the coffee, milk, and sugar components of the travel ration, at the rate of 21 cents a day for the number of days that the travel is expected to cover, to be paid to each man on the order of the commanding officer who directs the journey, a copy of the order being filed with the voucher on which payment is made. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels under the command of an officer, and it is impracticable to cook coffee en route, funds at the rate of 21 cents a day for a similar purpose may be transferred to the officer to be disbursed and accounted for. At the end of the journey all money in excess of 21 cents a day for each man for the actual number of days traveled will be transferred to the nearest commissary. Should any part of the 21 cents a day for the actual number of days traveled be unexpended it will be transferred to company commanders pro rata, to be taken up by them as part of the company fund.

ISSUES OF RATIONS.

1225. Issues of rations to troops, and to applicants for enlistment while held under observation, will be made on ration returns signed by the immediate commanders of the organizations, the issues to be ordered by the commanding officer of the post or station. Ration returns will be made for the individuals of the organizations actually present, and for only such quantities as the organizations can receive and properly care for, and will be presented at the place where and time when rations are due. Commanding officers of organizations will give special attention to the duty of adding and deducting rations on the returns on account of men joining and leaving during the ration periods immediately preceding, and the proper authority before approving such returns for issue will cause the additions and deductions thereon to be verified and will designate the period when the rations are to be issued by the commissary. Rations will not be issued for a past period if troops have been sufficiently subsisted, nor will back rations be purchased as savings.

1226. The ration as issued to troops will be issued to the Hospital Corps, hospital matrons, and others entitled to rations on ration returns signed by the medical officer in charge and approved by the commanding officer.

1227. Issues of rations to civilians employed with the Army will be made on ration returns signed by the officers in charge of the employees, when ordered by the commanding officer.

1228. Subsistence supplies will be issued to the organized militia of the several States, Territories, and the District of Columbia in accordance with the provisions of "An act to promote the efficiency of the militia, and for other purposes," approved January 21, 1903, upon proper requisition therefor.

1229. The ration of enlisted men, applicants for enlistment held under observation, and military convicts sick in hospital, as well as of members of the Nurse Corps (female) while on duty in hospital, will be commuted at the rate of 30 cents a ration (except that at the General Hospital at Fort Bayard, N. Mex., 50 cents a ration is authorized for enlisted patients therein), to be paid to the surgeon in charge by the post commissary or such officer of the Subsistence Department as may be designated.

1230. Issues of rations will be made in the full net weight or measure of the articles called for. Articles required for consumption will be removed from the storehouse. Those remaining will be settled for as savings, under paragraphs 1238, 1239, and 1240. No articles once removed from the storehouse will be purchased as savings, except on the order of the commanding officer.

1231. When one, two, or three enlisted men or applicants for enlistment travel under orders, the travel order of each man will have indorsed on it the certificate of his commanding officer as to the time to which he was last rationed, etc., in the form prescribed by paragraph 1250, and if commutation of rations is allowed, it will be paid in the manner directed by that paragraph. Travel orders retained by soldiers or applicants for enlistment will be turned over to the commissary from whom rations are next to be drawn, who will file them with his abstract of issues, or his receipt roll of commutation paid, as the case may require. When any considerable detachment of enlisted men leaves a post or command, the detachment commander will be furnished by the commissary with a ration certificate giving the number of men and the organizations to which they belong, and setting forth the date to which, and by whom, rations were last issued for them, which ration certificate will be presented to the commissary from whom rations are next drawn, who will file it with his abstract of issues. Employees entitled to rations are, when detached, furnished with ration certificates.

1232. When a person entitled to rations leaves an organization or is ordered to travel with travel rations, the rations issued to him for any period beyond the date of his leaving and not taken with him will be deducted on the next ration return of the organization. The ration return of an organization will include all persons belonging to it who are to draw their rations separately; the names of such persons will be written on the ration return.

OTHER ISSUES OF SUBSISTENCE STORES.

1233. The following issues are authorized when necessary for the public service and will be made on ration returns approved by the commanding officer, who will determine what quantities, within the limits prescribed below, shall be issued.

1. Soap:

To organizations of enlisted men—

For each ration, .64 ounce.

For use of prisoners in guardhouses and military prisons—

Such quantities as the commanding officer may order as necessary.

2. Candles, when illuminants are not furnished by the Quartermaster's Department:
   To organizations of enlisted men—
      For each ration, except the Filipino ration, .24 ounce. In Alaska, .32 ounce.
      For each Filipino ration, .12 ounce.
      To headquarters in the field of organizations larger than a company, to hospitals, depots of supply, guards, and telegraph stations—
         Such quantities as the commanding officer may order as necessary.
3. Lantern candles:
   For use in lanterns furnished to the Army by the Government and used in the public service—
      Such quantities as the commanding officer may order as necessary.
4. Matches:
   For lighting fires and lights, for which fuel and the illuminating supplies are issued—
      Such quantities as the commanding officer may order as necessary.
5. Toilet paper:
   For use of enlisted men stationed at military posts, camps, and rendezvous provided with modern water-closets, with sewer connections, or where sanitary conditions require its use—
   To organizations of enlisted men—
      One package or roll of 1,000 sheets for every sixty rations.
      For use in water-closets of offices, post gymnasiums, guardhouses, and post exchanges—
         Such quantities as the commanding officer may order as necessary.
6. Salt, rock:
   For each public animal, a day, .8 ounce.
7. Vinegar:
   For each public animal, a day, .1 gill.
8. Flour:
   For paste used in target practice—
      For each troop or company, 50 pounds, and for each battery of field artillery, 100 pounds during the practice season.
9. Towels, huck:
   For use in the offices of adjutants, quartermasters, and commissaries—
      For each office, a year, 12 towels.
10. Ice:
   To organizations of enlisted men, when practicable and where rations are issued in kind—
      For each ration, 4 pounds, the maximum allowance to any organization or detachment of less than 100 men to be 100 pounds a day, and to organizations of 100 men or more to be 1 pound a day, a man.
      No allowance of ice will be made to troops stationed north of the 43d parallel of north latitude, except in the States of Washington, Oregon, and Idaho, where the full allowance may be issued, beginning April 16 and ending October 15, and during the remaining six months one-half of such allowance may be issued.
      To troops stationed between the 37th and 43d parallels of north latitude the allowance will be for six months only, beginning April 16 and ending October 15, except that in the State of California the full allowance may be issued for the entire year.

10. Ice—Continued.

To troops stationed south of the 37th parallel of north latitude the full allowance may be issued for the entire year.

To the Subsistence Department for the preservation of subsistence stores—

Such quantities as the commanding officer may order as necessary.

When ice plants are operated by the Quartermaster's Department the issue of ice will be made by the Quartermaster's Department upon requisitions approved by the commanding officer.

1234. Such of the following-named articles as may be necessary, not to exceed in value 50 cents a month for each military convict confined at a military post without pay or allowances, will be issued by commissaries on the 15th day of each month to the officer in charge of prisoners, viz:

Beeswax.	Combs, medium.	Razor strops.
Brooms, whisk.	Handkerchiefs, cotton, blue.	Scissors.
Brushes, hair.	Mugs, shaving.	Shoestrings, linen.
Brushes, shaving.	Needles.	Soap, shaving.
Brushes, shoe.	Polish, shoe.	Thread.
Brushes, tooth.	Razors.	Toweling, unbleached.
Buttons, bone.		

Requisitions for these articles will set forth the number of military convicts present at the post, and must be approved by the post commander. The receipt of the officer in charge will be the commissary's voucher for dropping the articles from his return. No articles issued under this paragraph, except tooth brushes, buttons, shoestrings, handkerchiefs, and thread, will be carried away by military convicts when transferred or discharged. Towels used by military convicts will be laundered by those who use them. When specially authorized by the Secretary of War, the Subsistence Department will supply to posts where thirty or more military convicts are confined a sewing machine and other necessary tailors' utensils for use in mending their clothing.

Articles issued in pursuance of this paragraph will not be accounted for on property returns by officers receiving them, but will be continued in use until worn out.

1235. The following-named articles will be issued gratuitously to each recruit upon his *first* enlistment at a recruiting depot or upon his arrival at his permanent station:

One razor.	One brush, tooth.
One brush, shaving.	One housewife.
One brush, hair.	Two towels, huckaback.
One comb, medium.	One package polish, shoe, black.
One brush, shoe.	One package polish, shoe, russet.
One broom, whisk.	One cake soap, toilet.

These articles will be issued by the commissary on requisitions submitted by the company commander and approved by the post commander, and when the issue has been made that fact will be entered upon the descriptive and assignment card or descriptive list. The receipt of the company commander will be the commissary's voucher for dropping the articles from his returns.

NOTE.—Paragraph 1235 was amended to read as above by General Orders, No. 128, War Department, August 12, 1908.

1236. A recruiting officer stationed elsewhere than at a military post is authorized to purchase such of the following-named articles as may be necessary for the use of applicants for enlistment, while held under observation at a

recruiting station or a station subsidiary thereto, at an expense not exceeding 70 cents per month for each station:

Brooms, whisk.
Brushes, blacking.
Brushes, hair.
Combs, medium.
Polish, shoe, black.
Polish, shoe, russet.
Toilet paper.
Towels, huckaback.
Soap, laundry, white floating.

If the recruiting officer is supplied with subsistence funds, he will pay the vouchers. If not supplied with funds, he will send the duly certified vouchers for payment to the chief commissary of the department in which the recruiting station is located.

At a recruiting station at a military post such of the above-named articles as may be necessary for use exclusively by applicants for enlistment while held under observation, and newly enlisted men awaiting transfer to permanent stations, will be issued to the recruiting officer at the post by the commissary upon requisition, approved by the commanding officer, at an expense not exceeding 70 cents per month for each station. The receipt of the recruiting officer will be the commissary's voucher for dropping the articles from his return.

Articles issued in pursuance of this paragraph will not be accounted for on property returns by officers receiving them, but will be continued in use until worn out, and the towels will be laundered at the expense of the Subsistence Department.

1237. Subsistence will not be issued to destitute persons except when the commanding officer assumes the responsibility of ordering the issue to relieve starvation or extreme suffering. In such cases the circumstances will be fully stated in the order.

SAVINGS.

1238. All articles of the garrison, travel, or Filipino ration due to a company, bakery, or other military organization, and not needed for consumption, will be retained for reissue by the commissary and will be paid for by him as savings, at the current prices of the component articles of the ration, and not in any instance at prices of substitutive articles, the use of the latter being limited to issue in kind where economy and a due regard to the health and comfort of the troops may so require. No savings will be allowed to troops on United States Army transports. The making of savings with a view to purchasing elsewhere any article of the ration carried in the commissary is strictly prohibited.

1239. Savings purchased by a commissary will be entered on a savings voucher in the name of the organization to which they belong, and the money value, if payment is made with cash, will be receipted for by the officer in command thereof.

1240. If savings are not paid for by a commissary in the month during which they accumulated, the proper organization will be furnished with an extract of the savings voucher showing stores not drawn and the amount due, which voucher, duly certified by the commissary and approved by the commanding officer, will be presented for payment to any commissary having funds for the purpose.

COMMUTATION.

1241. Commutation of rations may be allowed at the following rates, under the conditions mentioned, viz:

Conditions.	Rate per day each.	
	Enlisted men and nurses.	Philippine scouts.
1. To enlisted men, Philippine scouts, male or female nurses on the expiration of their furloughs or leaves, provided that on or before the last day thereof they have reported at their proper stations or have been discharged	$0.25	$0.25
2. To sergeants of the post noncommissioned staff (and enlisted men acting as such) on duty at forts and stations where there are no other troops	.75	.....
3. To an enlisted man, a Philippine scout, or a male or female nurse on detached duty, stationed in a city or town where subsistence is not furnished by the Government	.75	.50
4. To an enlisted man or a Philippine scout traveling under orders from a place or station at which his rations have been regularly commuted	1.50	.75
5. To an enlisted man or a Philippine scout traveling under orders alone, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey)	1.50	.75
6. To 2 enlisted men or Philippine scouts traveling under orders as a detachment, or traveling under orders as a guard to an insane patient or military prisoner, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), each	1.50	.75
7. To an insane patient or military prisoner traveling under orders under guard of 1 or 2 enlisted men or Philippine scouts, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), to be paid on the order of the commanding officer in advance to, and to be receipted for by, the person to whose charge the patient or military prisoner is committed by the order	1.50	.75
8. To enlisted men or Philippine scouts selected to contest for places or prizes in division or army rifle competitions, while traveling under orders to and from places of contest, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order), each	1.50	.75

1242. Applicants for enlistment and recruits forwarded from recruiting stations, recruiting depots, or other military posts will be furnished the following allowances for subsistence while traveling, viz:

When 1 or 2 men are forwarded.	When more than 2 men are forwarded.
For a journey of 24 hours or less.	*For a journey of 24 hours or less.*
Travel rations, or cooked rations, to be obtained from the contractor for meals or from the company or general mess.	For a detachment of 3 or more men: Travel rations (or, if not available, cooked rations, to be obtained from the contractor for meals or from the company or general mess).
For a journey of more than 24 hours.	*For a journey of more than 24 hours.*
Commutation of rations at not exceeding 50 cents per meal ($1.50 per day) for each man.	For a detachment of 3 or more men: Travel rations if available, or, if not available, commutation of rations at not exceeding 50 cents per meal ($1.50 per day) for each man.

1243. Enlisted men, applicants for enlistment, and recruits ordered upon journeys which can be performed within twenty-four hours from the hour of starting must be subsisted during the journey upon cooked or travel rations drawn for the purpose from the company kitchen, the contractor for meals, or from the commissary.

1244. Enlisted men absent under orders from their stations upon recruiting duty for not exceeding three days will be deemed to be traveling under orders during the entire period, notwithstanding that some portion of the period may

be occupied by detentions in the various towns which they visit in the performance of their duty, and their commutation of rations will be at the rate of $1.50 per day.

1245. Where meal tickets may be obtained for men traveling under orders, commanding officers may direct their use in lieu of commutation, or cooked, or travel rations, under rules published from time to time.

1246. An enlisted man not a recruit ordered, under subhead 5, paragraph 1241, will be allowed commutation of rations at the rate of 50 cents per meal ($1.50 per day) for the time actually consumed in travel. The provisions of this paragraph do not apply to travel on army transports.

1247. Commutation of rations will not be allowed to enlisted men serving where subsistence is furnished by the Government; or traveling under orders when they can carry and cook their rations, or can carry cooked or travel rations; or for the time for which meal tickets are furnished; or traveling under orders on army transports or by steamboat or steamship where the passage rates include meals; or failing to report at their proper stations on or before the last day of furlough unless discharged; or recruiting parties at their stations; nor to civil employees.

1248. An order directing the travel of an enlisted man or an applicant for enlistment will state that the journey is necessary for the public service. If it be impracticable for him to carry rations of any kind, the order will so state and will direct commutation of rations to be paid; if required to be paid in advance, the number of days will be stated.

1249. An enlisted man traveling on duty under orders on a vessel of the United States Transport Service will not be allowed commutation of rations for the time he is aboard. He will be quartered with the enlisted men aboard and will mess with them, and the proper transport officer will indorse upon the travel order in the possession of the soldier the dates between which subsistence was so furnished. The travel order so indorsed will be turned over by the enlisted man at the end of the journey to the commissary by whom commutation of rations for any portion of the journey is paid, who will file it with the voucher on which payment is made. If commutation of rations is ordered paid in advance, the probable time on shipboard must be taken into account in determining the number of days' commutation to be allowed, and the paying officer will indorse the original order and make payment on a certified copy thereof in the manner directed in paragraph 1250 for paying commutation of rations in advance.

1250. Commutation of rations allowed to an enlisted man or an applicant for enlistment while traveling, when not directed to be paid in advance, will be paid to him at the end of his journey, upon presentation of the order for the journey, with the certificate of his commanding officer thereon in the following form: "Last rationed to include ———, 19—; will leave station at ———, ———, 19—; the rations overdrawn will be deducted from the ration return of Company ———, ——— Regiment of ———, for the period from ———, 19—, to ———, 19—," and a certificate signed by a commissioned officer in the following form: "Joined station at ———, ———, 19—." The period allowed by the paying officer will be the time required over the shortest usually traveled route. If ordered paid in advance, it will be paid upon presentation of a certified copy of the order directing the payment, having thereon the certificate in the above form of his commanding officer. In this case the paying officer will indorse the date, mode, and amount of payment, over his signature, on the order which is retained by the soldier or applicant for enlistment, and certify on the copy that he has made such indorsement. The soldier or applicant for enlistment will deliver his retained order to the commissary at the

station where rations are next drawn, who files it with his abstract of issues. The order, or copy thereof, on which commutation has been paid will be filed as a subvoucher to the receipt roll, and the paying officer will indorse on the order, or copy thereof, the date, mode, and amount of payment.

1251. The furlough of an enlisted man will show by memorandum of his company commander to what day he was last rationed and the number of rations, if any, drawn for him previous to his going on furlough, for the time covered by the furlough, and the certificate of his company commander on the back of the furlough will show the date on which he rejoined his proper station or was discharged and that the rations overdrawn for him were duly deducted from a ration return of his company. If entitled to commutation, he will be paid by any commissary upon the presentation of the furlough containing the above memorandum and certificate. The paying officer will file the furlough as a subvoucher to his receipt roll, and indorse on the furlough the date, mode, and amount of payment. The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the period for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations; but if the period is manifestly beyond the competency of the authority cited, the furlough should when presented for payment of commutation of rations be accompanied by copies of all orders in pursuance of which it was given.

1252. An enlisted man granted a furlough with permission to travel on a vessel of the United States Transport Service will be quartered with the enlisted men aboard and will mess with them. The transport officer will certify upon the enlisted man's furlough the dates between which subsistence was so furnished. In paying commutation of rations on the furlough these days will be deducted.

1253. Enlisted men discharged while serving in places outside of the States composing the Union will be provided free transportation to the said States on Government transports upon direction of the commanding officers in the several localities, and will be subsisted by the Subsistence Department to the port of destination. They will not be entitled to travel pay from port of embarkation to the United States, nor to commutation of rations for the time so subsisted on the transports. The fact that such transportation and subsistence have been furnished must be noted on the final statements.

1254. When an officer orders commutation of rations to be paid, or rations to be issued, to a soldier on furlough to enable him to reach his proper station, the paying or issuing officer will report the full amount paid, or the money value of the issue, to the soldier's company commander. Should the soldier reach his station on or before the last day of his furlough, the company commander will charge the full amount of the payment or issue against his pay on the next muster roll and pay roll. Should he reach his post after the expiration of his furlough, and the delay be not excused, the full amount will be similarly charged. Should the overstaying of his furlough be excused, the full amount, diminished by the value of the ration, at 25 cents per day, for the number of days during which he was absent after the furlough had expired, will be charged.

NOTE.—Paragraph 1254 was amended to read as above by General Orders, No. 145, War Department, September 9, 1908.

1255. When a furlough is lost, a certified copy prepared by his company commander, with the soldier's affidavit stating when, where, and the circumstances under which the loss occurred; that he reported at his station on or

before the last day of his furlough or was discharged, and that no rations have been furnished nor commutation paid him for any portion of the time during which he was on furlough, may be presented within six months after the loss, through his company and post commanders, to the chief commissary for payment or other disposition.

1256. An enlisted man having a claim for commutation of rations while traveling or on furlough, and who is at a distance from a paying commissary, will be paid upon forwarding to a paying commissary his travel orders or furlough properly made out. An enlisted man on detached duty who is entitled to commutation of rations may be similarly paid upon the certificate of the officer under whom he may be serving, or if not serving under an officer, upon his own certificate, setting forth the period for which commutation is due, accompanied by a copy of the authority for its allowance, or by a reference to such authority if previously furnished.

SALES.

1257. Sales of subsistence stores (except of ice and forage for beef cattle) will be made at cost prices for cash to an officer on his certificate that the stores are for his personal or family use or for the use of an officers' mess of which he is the caterer, and will be similarly made on a certificate that they are for his or her personal use to a contract surgeon, a dental surgeon, a veterinarian, or a female nurse when stationed within a military post or serving with troops in the field. Sales will also be made at cost prices for cash to a member of the immediate family of an officer, during his absence, upon a written request by him to the commissary.

1258. Sales to officers paid for within the calendar month in which made will be regarded as cash sales; if not paid for within that month, the commissary making the sale will forward an itemized statement of each account to the Commissary-General for the action prescribed by paragraph 1328.

Thereafter, until evidence is furnished by the delinquent, showing payment of the amount so reported for stoppage, further sales will not be made to him except for cash upon receipt of stores.

1259. Sales of reasonable quantities of stores will be made to an enlisted man on the active or retired list, for cash, upon his declaration, in writing, that they are intended for his own use. A company, detachment, hospital, post bakery, or post exchange may purchase for cash under similar conditions and upon the certificate of the officer in charge.

1260. Sales may be made on credit to officers and enlisted men who have not been regularly paid or who are in the field. Officers will certify that the stores are for their own use and will receipt for them. Enlisted men will obtain permits from their company commanders, approved by the commanding officer. Permits will not be given to a soldier in excess of the unencumbered pay due to him nor in any month in excess of his monthly pay. Such of the following-named articles as may be needed by him may be furnished to a recruit on credit, viz: A hand basin, a pipe, a button stick, a gun brush, a button brush, a box or bottle of tooth powder, a package of tripoli powder, and not to exceed 1 pound of tobacco.

1261. An officer purchasing subsistence stores on credit will furnish to the commissary making the sale a receipt in duplicate setting forth the place and date of purchase, the name of the commissary who made the sale, and the money value of the stores so purchased. One copy of the receipt will be forwarded by the commissary to the paymaster who pays the officer, or to the chief paymaster of the department, and will be filed with the pay voucher on

which collection is made. The duplicate receipt will be filed by the commissary with his retained abstract of subsistence stores sold. The names of the officers purchasing subsistence stores on credit, the organizations to which they belong, and the money value of the stores so purchased will be entered on the abstract of subsistence stores sold.

1262. Exceptional articles of subsistence stores called for by officers and enlisted men to be paid for by them regardless of condition upon arrival at posts may, under such instructions as to purchase and accountability as may from time to time be given by the Commissary-General, be purchased and turned over to the Quartermaster's Department for transportation to the posts where desired.

1263. Civilians employed with the Army, including those expressly employed for their services as tailors, shoemakers, and laundrymen, may be allowed, at remote places or in the field where food can not otherwise be procured, to purchase from the Subsistence Department, in limited quantities for their own use, for cash, at cost prices with 10 per cent added, such articles of the ration or of stores kept for sales to officers and enlisted men as can be spared from the supplies on hand.

1264. Articles purchased by the Subsistence Department by net weight will be sold at net weight at the time of sale. Where the weight of a wrapper or cover at the time of purchase was included in the weight of an article it will be included in the weight when the article is sold. Articles in cartons, packets, or sealed cans will be sold as purchased.

1265. Post commanders will regulate sales and delivery of supplies. Selling (except by the post exchange) or bartering of supplies purchased from the commissary is forbidden.

1266. The commanding officer of a post at or near which the immediate family of an enlisted man who is absent abroad resides may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase from the Subsistence Department at the post, for cash, at cost prices, such quantities of subsistence stores as in his opinion may be reasonably needed for the sole use of the soldier's immediate family. The total amount of subsistence stores so sold to soldiers' families will be entered by the commissary in a separate item on the abstract of sales each month.

1267. The commissary who extends credit to an enlisted man will furnish to the commanding officer of the company or organization to which the man belongs a statement of the amount due from the soldier. The company or other commander will charge the amount due on the next pay roll and on subsequent rolls until the amount shall have been collected. The commissary will file with his retained papers all permits for sales to enlisted men on which credit sales have been made in the month to which the papers pertain. If a member of an organization or a recruit leaves his organization or a recruiting depot before the money value of the articles furnished to him on credit shall have been collected, the amount due in each case, the place where, and the month and year in which the indebtedness was contracted will be noted on the descriptive list or descriptive and assignment card. Pay rolls upon which any subsistence charges have been made, when forwarded to the paymaster, will be accompanied by a report of all such charges, showing in each case whether the charge is for credit sales, refundment of commutation of rations, or other subsistence account, and the place where and the month and year in which the indebtedness was contracted. When a statement of credit sales is furnished by the commissary, the company or other commander will note thereon any additional subsistence charges appearing on the pay rolls and forward the completed statement as directed in this paragraph. This report, after collections shall

have been noted thereon, will be forwarded by the paymaster to the Commissary-General, who will transmit it as soon as practicable to the Auditor for the War Department.

1268. Sales will be consolidated monthly on an abstract. The commanding officer will satisfy himself that the purchases have been properly authorized and duly made and will so certify on the abstract. The abstract accompanying the commissary's account current will serve as a voucher to the account current, as well as to the officer's return.

1269. The price at which subsistence stores may be transferred, or sold to officers and enlisted men, is the invoice price of the last lot of the same variety of subsistence stores received by the officer making the sale or transfer, prior to the first day of the month in which the sale or transfer is made; but (1) the prices at a post or depot or at the office of a purchasing commissary will not be affected by transfers thereto from military posts, or from stations about to be abandoned; (2) stores purchased at a military post or station will be sold at and invoiced therefrom at the purchase price; (3) if two or more lots of the same variety of article are received on one invoice, or on the same date at different prices, the unit price to govern will be determined by dividing the total value of such lots by the total quantity of the same; (4) the equalization of prices among several varieties of the same article is not authorized, as in the case of several kinds of smoking tobacco, cigars, crackers, etc.; (5) if a commissary who has received an invoice of stores during the current month is relieved before the end of that month, he will invoice to his successor the stores so received at their actual invoice price, although the current selling price of such stores will continue until the beginning of the next month. On the first day of each month a price list will be prepared at each station where sales are made, one copy to be furnished to the commanding officer and one to be posted in the salesroom.

1270. The commissary will be accountable for and will carry on his returns all cooking apparatus supplied by the Subsistence Department, and will furnish to commanding officers of organizations and detachments the necessary authorized articles of the same on approved requisitions, the issues to be made on memorandum receipts. Bake ovens will be dropped from his return when permanently installed at posts.

BLANK FORMS.

1271. Blank forms will be furnished to commissaries on periodical requisitions sent direct to the Commissary-General. Officers at posts will obtain them from the post commissaries.

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[Numbers refer to paragraphs; numbers in parentheses to subparagraphs; numbers in heavy type to paragraphs of the Army Regulations printed in the Appendix.]

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